



National Institute of Technical Teachers Training and Research
Ministry of Education, Government of India, Taramani, Chennai 600 113
राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
शिक्षा मंत्रालय, भारत सरकार, त्रमणि, चेन्नई 600 113

Advt. No.: 2/2021-22

Dated: 08.12.2021

RECRUITMENT OF OFFICER - GROUP A

1. Name of the Post : **SENIOR ADMINISTRATIVE OFFICER**
2. Number of Post(s) : 1 (One) - UR
with reservation
3. Pay Scale in the Pay Matrix (as per 7th CPC) : Level – 11 (Rs.67,700 - 2,08,700)
4. Upper age limit : 45 Years
5. Qualifications and experience:

Essential:

Master's Degree in any discipline with a minimum of 55% marks from a recognized University

Minimum of 15 years' experience in administration, accounts, establishment, purchase and stores in Government, quasi Government or autonomous organizations, preferably in educational institutions, of which minimum experience in supervisory position with Pay Levels as shown below:

Pay Level as per 7th CPC	Grade Pay as per 6th CPC	No. of Years
Level-6	4200	10 years
Level-7	4600	7 Years
Level-8	4800	6 Years
Level-9 or 10	5400	5 Years

Desirable:

- Master's Degree in Public Administration/ Management
- Degree in Law/ LLB with experience in legal issues
- Working knowledge of Hindi



6. Job Description:

- The post of Senior Administrative Officer is an important position in the Institute. The incumbent should be well versed in rules, regulations, office procedures, accounts, stores/ purchase work, import/ custom clearance of equipment, also with the procedure of conducting meetings.
- He/ She is responsible for the overall administration of the office and should be willing to undertake higher order responsibilities and delegated authority and play a key role pertaining to personnel/ office management such as:
 - Initiate and implement best and effective practices in administrative functions
 - Lead, direct and mentor administrative staff to achieve maximum output
 - Assist and support Accounts section in financial operations
 - Assist and support the processing of pay roll records
 - Ensure timely completion of financial and other administrative audits
 - In-charge of outsourcing activities such as housekeeping, security, manpower, etc.
 - Attend to the legal cases of the Institute in Courts as per the directives of the Director and Legal Counsel
 - Overall in charge of online tender processing and GeM portal as per the relevant rules
- He/ She is responsible to convene meetings of various committees and bodies including Board of Governors and Society etc. and implement their decisions and amendments in the rules and regulations of the Institute, with the approval of the Director.
- The academic activities of the Institute viz., admission, examination and correspondence with other International and National institutions will be taken care by him/ her, under the general supervision of the Director.
- He/ She should carry out any other work that may be assigned by the Director towards the fulfillment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamassery and Vijayawada.