



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING AND RESEARCH, KOLKATA**

(An Autonomous Institution under the Ministry of Education, Govt. of India)

Block – FC, Sector – III, Salt Lake City, Kolkata – 700 106

Website: <http://www.nittrkol.ac.in>

Walk-in-Interview for Contractual Consultant on virtual mode

NITTR, Kolkata Extension Centre, Bhubaneswar requires a Consultant on contract basis for a period of one year on negotiable remuneration. Interested candidates may appear for an interview on virtual mode in the link: meet.google.com/ryj-qhsa-gpg on 10/12/2021 from 11 am. to 2 pm. For detailed advertisement visit <http://www.nittrkol.ac.in>.

Advt. No. 13/2021-22

DIRECTOR

National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake City, Kolkata – 700106

Advertisement for Consultant for NITTTR, Kolkata Extension Centre, Bhubaneswar

NITTTR, Kolkata requires a Consultant on contract basis for its Extension Centre, Bhubaneswar, located at Government Polytechnic Campus, Chandrasekharpur, Bhubaneswar - 751023, Odisha.

- 1 Name and nature of the post : Consultant on contract
- 2 Tenure : 1 year
- 3 Remuneration : Negotiable
- 4 Job description
 1. Liaison with technical institutes and DTE
 2. Publicity of Institutional activities, preferably training programmes
 3. Carryout other day to day activities of the centre
 4. Suggest and initiate and supervise developmental activities of the centre (preferably construction and infrastructural development)
 5. Assess training needs of faculty members and support staff from technical institutes.
 6. Identify collaborators
 7. Prepare quarterly / annual achievement reports for the centre.
 8. Supervise conducting various academic events like workshops, seminars, conferences etc.
 9. Use a computer (MS office) and ICT tools
 10. Prepare and maintain database of technical institutes, & send it monthly basis.
 11. Calculate TA/DA as per the norms of the institute (fundamental accounting knowledge).
 12. Any other instructions given by the Director or representative.
- 5 Date & time of Interview : 10/12/2021 from 11 am. to 2 pm.
- 6 Link for Interview (virtual mode) : meet.google.com/ryj-qhsa-gpg

Advt. No. 13/2021-22

Director