

Advertisement No.02/2013 (NTS-DIAT (DU))
DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(DEEMED UNIVERSITY), GIRINAGAR, PUNE-411 025

ISO 9001: 2000 Certified Institute

**(An Autonomous Organisation fully funded by Department of
Defence Research & Development, Ministry of Defence)**

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RECRUITMENT: NON-TEACHING POSTS AT DIAT (DU)

1. The Defence Institute of Advanced Technology (DIAT) Deemed University (DU) is a premier educational institution significantly contributing in the sphere of Human Resources Development for the Defence Forces by way of imparting education research and training on Defence Technology to the officers of Armed forces, Scientists of the DRDO, Technical officers of the Ordnance Factory Board, Directorate of Quality Assurance, Defence Public Sector Undertakings and friendly foreign countries. DIAT (DU) is an ISO 9001:2000 certified Institute. The Institute is also active in carrying at result oriented research as required for defence and security.

2. The Institute is located in a picturesque environment on the banks of Khadakwasla lake surrounded by Sahyadri hills. There is an all weather road between NDA and DIAT. The nearest Airport (30 kms) is at Lohegaon, Pune. The DIAT Campus is well served by the Pune Municipal Transport buses.

3. DIAT (DU) invites applications from the eligible Indian Nationals for the following Non-Teaching posts to be filled by direct recruitment/deputation. The details are as under:-

Sr. No.	Post for Direct Recruitment/ Deputation as specified	Minimum Educational Qualifications (i.e. Essential & Preferential), Experience etc
1)	<u>ASSISTANT REGISTRAR</u> <u>Pay Band (Rs.)</u> : 15600-39100 <u>Grade Pay (Rs.)</u> : 5400 <u>No. of Posts</u> : 01 (By Deputation) <u>Reservation Position/Status</u> : UR <u>Age Limit for deputation</u> : 55 years	<u>Essential Qualification</u> : A good academic record plus Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale & 5 years experience of administration/Accounts as Superintendent as in an equivalent post in Government Department / University / Education or Research Institution. <u>Preferential Qualifications</u> : M. Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems / MCM, MCS, MCA / M.Ed./ MPM or equivalent (Awarded by University recognized by UGC or AICTE). <u>Note</u> : The tenure of deputation will be initially for 03 years subject to annual review. Maximum tenure of deputation shall be 05 years, as per rules of Govt. of India.

2)	<p>LIBRARY ASSISTANT (Direct Recruitment)</p> <p>(Pay Band (Rs.) : 5200-20200</p> <p>Grade Pay (Rs.) : 2400</p> <p>No. of Posts : 03</p> <p>Reservation Position/Status :</p> <p>02 UR + 01 OBC</p> <p>Age Limit : 28 years</p>	<p>Essential Qualification : Bachelor Degree in Library Science or equivalent with at least second division or its equivalent grade and Proficiency and knowledge of computer applications and operations .(*)</p> <p>(* Proficiency in Computer : (i) 'O' Level examination of DOEACC (ii) Certificate or Diploma course of Computer Operation or DPA console operator awarded by Vocational Education & Examination Board (iii) PG Diploma in Computer Application awarded by BTE (iv) Diploma in Computer Application/Computer Management/ Information Technology/Computer Engineering awarded by any University recognized by UGC or AICTE or BTE (v) Diploma in Computerized Financial Accounting awarded by any University recognized by UGC or AICTE or BTE (vi) BCA/BCS/B.Sc.(IT) or higher qualifications in computers are exempted from above Computer Qualifications. (Note: In case of any doubt, discrepancy or equivalence decision of Screening Committee will be final)</p>
3)	<p>DRIVER GRADE 'A' (Direct Recruitment)</p> <p>(Pay Band (Rs.) : 5200-20200</p> <p>Grade Pay (Rs.) : 1900</p> <p>No. of Posts : 03</p> <p>Reservation Position/Status :</p> <p>02 UR + 01 OBC</p> <p>Age Limit : 28 years</p>	<p>Essential Qualification : Matriculation or equivalent, a valid driving license for two/three wheelers and light and heavy vehicles; and should have experience of driving all light and heavy vehicles and also knowledge of their maintenance and repair.</p>

4. The period of probation:

Library Assistant: 01 year for Direct Recruitment (Out of which 06 Months as 'Trainee' with a stipend @ Rs.7600/- per month consolidated)

Driver Grade 'A': 01 year for Direct Recruitment (Out of which 06 Months as 'Trainee' with a stipend @ Rs.7100/- per month consolidated)

APPLICATION FEE:

An application fee of **₹.300/-** for General/OBC candidates (no application fee for Scheduled Caste/Scheduled Tribe candidates/Persons with Disability (PWD) Candidates/Women Candidates) is payable separately for each post which should be **ONLY** in the form of crossed DD drawn in favour of "**Vice Chancellor, D.I.A.T.(DU), PUNE**", payable at **State Bank of India, Girinagar Branch (Code 02155), PUNE-411025**, duly enclosed along with application form should reach to **'Dy. Registrar (Admn), Defence Institute of Advanced Technology (Deemed University), Girinagar, Pune-411025** on or before 30th November 2013. Applications received without the prescribed fee will be summarily rejected.

HOW TO APPLY:

Applications are required to be submitted on the prescribed format only (given at **Appendix 'A'** to this Advt.) which can be downloaded from DIAT (DU) Website www.diat.ac.in. **All belated, incomplete and the Applications which are not in prescribed form will be rejected and no intimation in this regard will be sent to the candidates.** Applications received without the prescribed fee will be summarily rejected. Application Form, application fee, recent passport size photograph, copy of educational qualifications certificate(s) and Caste Certificate(s) and other testimonials in support of experience etc. should be sent in a sealed cover super-scribed "Application for the post of _____ against Advt. No.02/2013(NTS-DIAT (DU)) to the **"Dy. Registrar (Admn), Defence Institute of Advanced Technology (Deemed University), Girinagar, Pune-411025.**

GENERAL CONDITIONS/INFORMATION:

1. Age as prescribed shall be as on the 'closing date for receiving the applications' (i.e. 30th Nov. 2013).
2. Age relaxation wherever required will be admissible to the candidates belonging to SC/ST/OBC (Non-Creamy Layer only)/Persons with Disability (PWD)/Ex-Servicemen/other Categories as per Govt of India rules/orders on the subject. **The SC/ST/OBC Candidates who apply against unreserved vacancies will not be eligible for age relaxation.**
3. Reservation for OBCs shall not apply to certain persons/sections as mentioned in Govt of India, Deptt of personnel & Training OM No. 36012/22/93-Estt. SCT dated 08-09-2003 as amended from time to time. Reservation for OBC is applicable only to those mentioned in the Central List of OBCs recorded in OM No.12011/68/93-BCC(C) dated 10-09-1993 as amended from time to time.
4. Candidates already employed should submit their applications through proper channel. Those who send advance copies of applications will be considered only if they produce a "No Objection Certificate" from their employer at the time of Interview.
5. The number of vacancies is subject to change and DIAT (DU) reserves the right in this matter.
6. Since the applications may be short-listed, mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for test/interview. The Institute may restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed.
7. DIAT (DU) reserves the right to: (a) conduct written tests for such posts wherever it feels necessary and (b) not to fill up the advertised position.
8. Application alongwith all the documents as mentioned in the prescribed application form, addressed to **"Dy. Registrar (Admn), Defence Institute of Advanced Technology (Deemed University), Girinagar, Pune-411025 with the Advt. No. & Post applied for clearly super scribed on the envelope,** may be sent by Registered Post/Speed Post only.
9. The last date for receipt of applications is **30th Nov. 2013.** Applications received after the due date is liable to be summarily rejected.
10. Both ways 2nd Class sleeper Train fare by shortest route is payable to outstation candidates invited for the Interview.

11. Application once made will not be allowed to withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process.

12. Canvassing in any form will be a disqualification. *Postal delay shall not be entertained.*

13. No correspondence *will be entertained in respect of advertisement, interview, selection etc.* The candidates are requested to check the DIAT (DU) Website <http://diat.ac.in> for related information from time to time.

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CHECK LIST

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| 1. | Have you signed the Application?
(Tick ✓ Yes or No) | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. | Have you attached the Attested Copies of all the
Certificates/Testimonials?
(Tick ✓ Yes or No) | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. | Have you enclosed proof of Age?
(Tick ✓ Yes or No) | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4. | Have you enclosed requisite Demand Draft ?
(Tick ✓ Yes or No) | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5. | Have you enclosed Attested Copy of
SC/ST/OBC/P.H.Certificate ?
(Tick ✓ Yes or No) | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6. | Have you submitted your application online?
(Tick ✓ Yes or No) | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |