

TEXT OF ADVERTISEMENT FOR PUBLICATION

DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY **(DEEMED UNIVERSITY, GIRINAGAR, PUNE-411025)**

(ISO 9001 Certified Institute)

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

(Telephone No. (020) 24389550/24304035/24304037)

www.diat.ac.in

RECRUITMENT : NON-TEACHING POSTS AT DIAT (DU)

Advertisement No. 02/2010 (NTS-DIAT (DU))

Dated : 09 Apr 2010

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 Ministry of Defence and others by way of imparting education and training on Defence Technology to the officers of Tri-Services, Scientists of the DRDO, Technical Officers of the Ordnance Factory Board, Directorate of Quality Assurance, Public Sector Undertakings, general public and friendly foreign countries. DIAT (DU) is an ISO 9001:2000 certified Institute.

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

Contd...2/-

3. DIAT (DU) invites applications from the eligible candidates for the following Non-Teaching posts to be filled by direct recruitment :-

Srl. No.	Post for Direct Recruitment	Pay Band (Rs.)	Grade Pay (Rs.)	No. of Posts (subject to change)	Reservation Position/Status
1	ASSISTANT LIBRARIAN (Direct Recruitment)	15600-39100	5400	1	01 UR
2	TRADESMAN (Direct Recruitment)	5200-20200	1900	12	01 SC + 03 OBC + 08 UR
3	OFFICE ASSISTANT (Direct Recruitment)	5200-20200	2400	35	05 SC + 02 ST + 09 OBC + 18 UR + 01 P.H.P.
4	SENIOR STENOGRAPHER (Direct Recruitment)	9300-34800	4200	1	1 UR
5	STENO TYPIST (Direct Recruitment)	5200-20200	2400	12	01 SC + 03 OBC + 08 UR
6	DRIVER GRADE 'A' (Direct Recruitment)	5200-20200	1900	11	01 SC + 02 OBC + 08 UR
7	FIREMAN 'A' (Direct Recruitment)	5200-20200	1800	10	01 SC + 02 OBC + 07 UR
8	LIBRARY ASSISTANT (Direct Recruitment)	5200-20200	2400	9	01 SC + 02 OBC + 06 UR

(Note : The above pay carries Dearness Allowances & other allowances as per Central Govt pattern. Residential accommodation is available subject to availability & seniority as per waiting list)

[In case of non-availability of suitable candidate by Direct Recruitment, the post may be filled by Deputation also from Govt/Semi-Govt/PSUs, Local Sector/Autonomous bodies of Central and State Government]

Contd..3/-

4. The educational qualifications (i.e. essential & preferential qualifications), experience, maximum age limit etc for the above Non-Teaching posts to be filled by direct recruitment/deputation are as under :-

Srl No.	Post for Direct Recruitment	Educational Qualifications (i.e. Essential & Preferential), Experience etc	Age Limit not more than - for Direct Recruitment/ Deputation
1.	ASSISTANT LIBRARIAN (Direct Recruitment)	<p>Essential Qualification : Master's Degree in Library Science/Information Science Documentation with or an equivalent professional Degree with at least 55 % of the marks or its equivalent grade of B in UGC seven-point scale plus a consistently good academic record, computerization of Library with five years experience.</p> <p>Preferential Qualifications : Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>	40 years (for direct recruitment) 56 years (for deputation)
2.	TRADESMAN (Direct Recruitment)	<p>Essential Qualification : Matriculation or equivalent and full time ITI in one of the trades like Machinist, Carpentry, Blacksmith, Fitting, Electronics, Electrical, Welding, Tin Smith & Turner disciplines or its equivalent grade duly awarded by Vocational Education & Examination Board.</p>	28 years
3.	OFFICE ASSISTANT (Direct Recruitment)	<p>Essential Qualification : Bachelor Degree with at least second division or its equivalent grade, Accurate speed of 8000 key depressions per hour for Data Entry in the computer. Proficiency and knowledge of computer applications and operations .(*)</p> <p>Preferential Qualifications : Degree in Law/Post Graduation in Social Science or Commerce/P.G. Diploma in Business Management, Tax Law/Labour Laws (Awarded by University recognized by UGC)/P.G.D.C.A. recognized by Board of Technical Exam or equivalent.</p>	28 years
4.	SENIOR STENOGRAPHER (Direct Recruitment)	<p>Essential Qualification : Graduate in any discipline. Qualified in the Stenographers examination held by a State/Central Board or its equivalent examination. Typing speed 40 wpm. Stenography speed 120 wpm. Proficiency and knowledge of computer applications and operations .(*) Experience in equivalent grade of not less than 5 years in State/Central Universities or equivalent organization.</p>	33 years
5.	STENO TYPIST (Direct Recruitment)	<p>Essential Qualification : Graduate in any discipline. Qualified in the Stenographers examination held by a State/Central Board or its equivalent examination. Typing speed 40 wpm. Stenography speed 100 wpm.</p>	28 years
6.	DRIVER GRADE 'A' (Direct Recruitment)	<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>	28 years

7.	FIREMAN 'A' (Direct Recruitment)	Essential Qualification : Matriculation or equivalent, a valid driving license for light and heavy vehicles; and physical fitness & capability to perform strenuous duties.	28 years
8.	LIBRARY ASSISTANT (Direct Recruitment)	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 .(*)	28 years
		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. (<u>Note</u> : In case of any doubt, discrepancy or equivalence decision of Screening Committee will be final)	

5. **Probation** : The period of probation for all the posts (except the post, if filled by deputation for which the clause of 'Probation' will not be applicable) will be **01 year only**. For posts at Srl No. 2 (Tradesman) & Srl No. 6 (Driver Grade 'A') out of 01 year probation 6 months will be as 'Trainee' with a Stipend @ Rs. 7100/- per month (consolidated) ; for post at Srl No. 3 (Office Assistant), Srl No. 5 (Steno Typist) & Srl No. 8 (Library Assistant) out of 01 year probation 6 months will be as 'Trainee' with a Stipend @ Rs. 7600/- per month (consolidated) ; for post at Srl No. 7 (Fireman 'A') out of 01 year probation 6 months will be as 'Trainee' with a Stipend @ Rs. 7000/- per month (consolidated) & for post at Srl No. 4 (Senior Stenographer) out of 01 year probation 6 months will be as 'Trainee' with a Stipend @ Rs. 13500/- per month (consolidated). The tenure of deputation will be reviewed after 01 year. Maximum tenure of deputation is 03 years.

6. Age as prescribed shall be as on the 'closing date for receiving the applications' (i.e. **28 May 2010**).

7. Age relaxation wherever required will be admissible to the candidates belonging SC/ST/OBC (Non-Creamy Layer only)/Physically Challenged/Ex-Servicemen/other Categories as per Govt of India rules/orders on the subject.

8. 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. [Those who apply for appointment on deputation terms should submit the applications along with vigilance/integrity certificates and attested copies of their annual appraisal reports for the preceding five years].

9. Both ways Sleeper Class / Second Class Train fare is payable to outstation unemployed candidates belonging to SC/ST category invited for the Interview.

10. Since the applications will be short-listed, mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for test/interview.

11. The number of vacancies is subject to change and DIAT (DU) reserves the right in this matter.

12. 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.

13. DIAT (DU) reserves the right to : (a) conduct written/trade tests for such posts wherever it feels necessary and (b) not to fill any of the advertised positions.

14. Canvassing in any form will be a disqualification.

15. No correspondence **will be entertained in respect of advertisement, interview, selection and appointment etc.** The candidates are requested to check the DIAT (DU) Website www.diat.ac.in for related information from time to time.

16. 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. The applications processing fee would be Rs. 200/- for General/OBC (Creamy Layer) candidates and Rs. 150/- for OBC candidates (Non-Creamy Layer only). SC/ST candidates are exempted from payment of application processing fee. The application processing fee is required to be submitted by Demand Draft drawn in favour of "The Vice Chancellor, DIAT (DU), Girinagar, Pune-411025" and payable at SBI, IAT Girinagar branch, Pune only. **Application Form should be filled-in in own handwriting. Xerox copies of the Applications shall not be entertained. 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.

17. Separate applications for each post alongwith all the documents as mentioned in the prescribed application form, addressed to "The Vice Chancellor, DIAT (DU), Girinagar, Pune-411025 with the post applied for clearly superscribed on the envelope, may be sent by Registered Post/Speed Post only and not through courier service.

18. The last date for receiving the applications is **28 May 2010**. Applications received after the due date are liable to be summarily rejected. **Postal delay shall not be entertained.**

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2. For further details, application form etc please visit DIAT (DU)'s Website www.diat.ac.in.

3. 'Closing date' for receiving the applications is **28 May 2010**.

4. In case of non-availability of suitable candidate by Direct Recruitment, the post may be filled by Deputation also from Govt/Semi-Govt/PSUs, Local Sector/Autonomous bodies of Central and State Government.

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