



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

Advertisement No. 01/2012 (NTS-DIAT (DU))

Date: 01 Jan 2012

APPLY ONLINE ON OR BEFORE 24 JANUARY 2012

(DIAT Website www.diat.ac.in)

APPOINTMENT TO NON-TEACHING POST

The Defence Institute of Advanced Technology (Deemed University), Pune invites applications for various Non-Teaching Posts :-

- | | |
|------------------------------|-------------------------|
| 1. Assistant Registrar | 5. Office Assistant |
| 2. Superintendent | 6. Steno Typist |
| 3. Executive Assistant | 7. Laboratory Assistant |
| 4. Laboratory Superintendent | 8. Tradesman |

For further details, please visit the website www.diatonline.co.in Date of commencement of online application is 01-01-2012. Last date of receipt of online applications is 24-01-2012.

To apply, the applicant must fill in the Electronic Application Form specially designed for the purpose. Only applications received electronically followed by a hard copy thereof, will be entertained.

Applicants are requested to carefully go through the full text of the advertisement on DIAT website <http://diat.ac.in> regarding qualifications, subjects, field of specialization and experience etc. prescribed for each position and then fill up the Online Application Form carefully. Selection will be based on the details furnished in the Online Application Form. Should you face any difficulty in submission of online application, please be free to contact us at recruit@diat.ac.in

Advertisement No. 01/2011 (NTS-DIAT (DU))

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APPOINTMENT TO NON-TEACHING POST

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.

Contd. ...2/-

3. DIAT (DU) invites applications from the eligible candidates 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	<p>ASSISTANT REGISTRAR</p> <p>Pay Band (Rs.) : 15600-39100</p> <p>Grade Pay (Rs.) : 5400</p> <p>No. of Posts : 01 1 Direct Recruitment failing which by deputation</p> <p>Reservation Position/Status : UR</p>	<p>Essential Qualification :</p> <p>A good academic record plus Master's Degree with at least 55 % of the marks or its equivalent grade of B in UGC seven-point scale & SAS or equivalent exam of Central Govt or State Govt.</p> <p style="text-align: center;">AND</p> <p>5 years of experience of administration/Accounts as Superintendent or in an equivalent post in Government Department/ University/ Autonomous body/PSU/Education or Research Institution in analogous scale carrying grade pay.</p> <p>Preferential Qualifications :</p> <p>MBA in Finance or equivalent qualification as (Awarded by University recognized by UGC or AICTE).</p>
2	<p>Superintendent</p> <p>Pay Band (Rs.) : 9300-34800</p> <p>Grade Pay (Rs.) : 4600</p> <p>No. of Posts : 3 Direct Recruitment failing which by deputation</p> <p>Reservation Position/Status : 3 UR</p> <p>Age Limit : 35 years (Direct Recruitment)</p>	<p>(i) Essential Qualification: Bachelor degree with at least second division or its equivalent grade 4 Years experience of administration /Accounts/Secretarial work. Preferably, in a Junior Supervisory post in Government Department / University / Education or Research Institution.</p> <p>(ii) Preferential Qualification: Postgraduate degree in Social Science or Commerce / M.Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems / MCM, MCS, MCA / MPM or equivalent (Awarded by University recognized by UGC or AICTE) or SAS.</p>
3	<p>Executive Assistant</p> <p>Pay Band (Rs.) : 9300-34800</p> <p>Grade Pay (Rs.) : 4200</p> <p>No. of Posts : 4 Direct Recruitment failing which by deputation</p> <p>Reservation Position/Status : 3 UR + 1 OBC</p> <p>Age Limit : 30 years (Direct Recruitment)</p>	<p>(i) 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, Minimum of 3 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.2800 in concerned field; and Proficiency and knowledge of computer applications and operations *.</p> <p>(ii) Preferential Qualifications: Post graduate degree in Social Science or Commerce / M.Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems / MCM, MCS, MCA / MPM or equivalent (Awarded by University recognized by UGC or AICTE) or SAS.</p>

<p>4</p>	<p>Laboratory Superintendent</p> <p>Pay Band (Rs.) : 9300-34800</p> <p>Grade Pay (Rs.) : 4200</p> <p>No. of Posts : 03 Direct Recruitment</p> <p>Reservation Position/Status : 02 UR 01 OBC</p> <p>Age Limit : 32 years</p>	<p>Essential Qualification :</p> <p>Three years full time diploma in required discipline with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer applications and operations;* and Minimum of 4 years experience at the grade/scale equivalent of pay the beginning of which is not less than Rs.2800 in concerned field.</p> <p>Discipline required: Mechanical Engg. Chemical Engg., Electronics & Communication Engineering.</p>
<p>5</p>	<p>Office Assistant</p> <p>(Pay Band (Rs.) : 5200-20200</p> <p>Grade Pay (Rs.) : 2400</p> <p>No. of Posts : 07 Direct Recruitment</p> <p>Reservation Position/Status : 05 UR + 01 OBC + 01 ST</p> <p>Age Limit : 28 years</p>	<p>Essential Qualification :</p> <p>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 :</p> <p>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>
<p>6</p>	<p>STENO TYPIST</p> <p>Pay Band (Rs.) : 5200-20200</p> <p>Grade Pay (Rs.) : 2400</p> <p>No. of Posts : 11 Direct Recruitment</p> <p>Reservation Position/Status : 07 UR + 03 OBC + 01 SC</p> <p>Age Limit : 28 years</p>	<p>Essential Qualification :</p> <p>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>
<p>7</p>	<p>LABORATORY ASSISTANT</p> <p>Pay Band (Rs.) : 5200-20200</p> <p>Grade Pay (Rs.) : 2400</p> <p>No. of Posts : 10 Direct Recruitment</p> <p>Reservation Position/Status : 07 UR+ 03 OBC</p> <p>Age Limit : 28 year</p>	<p>Essential Qualification :</p> <p>Three Years full time diploma in required discipline with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer application and operation. (*)</p> <p>Discipline required : (a) Mechanical Engg. (b) Automobile Engg. (c) Electronics & Communication Engineering (d) Chemical Engineering (e) Electronics Engineering (f) Computer Engineering.</p>

8	TRADESMAN (Direct Recruitment) Pay Band (Rs.) : 5200-20200 Grade Pay (Rs.) : 1900 No. of Posts : 01 Direct Recruitment Reservation Position/Status : 01 UR Age Limit : 28 years	Essential Qualification : Matriculation or equivalent and full time ITI in one of the trades like Machinist, Automobile disciplines or its equivalent grade duly awarded by Vocational Education & Examination Board.
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- * (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

4. The period of probation:

Superintendent: 02 years for direct recruitment.

Executive Assistant: 02 years for direct recruitment

Laboratory Superintendent: out of 01-year probation 6 months will be as 'Trainee' with a Stipend @ Rs. 13500/- per month (consolidated)

Office Assistant, Laboratory Assistant & Steno Typist: out of 01-year probation 6 months will be as 'Trainee' with a Stipend @ Rs. 7600/- per month (consolidated)

Tradesman: out of 01-year probation 6 months will be as 'Trainee' with a Stipend @ Rs. 7100/- per month (consolidated)

Note: The tenure of deputation will be reviewed after 01 year. Maximum tenure of deputation is 03 years. Age limit for Deputation will be 55 years.

APPLICATION FEE:

An application fee of **Rs. 300/-** for General/OBC candidates (no application fee for Scheduled Caste/Scheduled Tribe candidates/PH 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 the hard copy of the online application should reach to "**Deputy Registrar (Admin.), Defence Institute of Advanced Technology (Deemed University), Girinagar, Pune-411025**" on or before 31 Jan 2012. Applications received without the prescribed fee will be summarily rejected.

HOW TO APPLY :

To apply, the applicant must fill in the Electronic Application Form specially designed for the purpose (Please visit the website www.diatonline.co.in). Only applications received electronically followed by a hard copy thereof, will be entertained. Hard Copy of the Online 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. 01/2012 (NTS-DIAT (DU)) to the "**Deputy Registrar (Admin.), 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. 24 JANUARY 2012).
2. Age relaxation wherever required will be admissible to the candidates belonging to SC/ST/OBC (Non-Creamy Layer only)/Physically Challenged/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 (Hard copy) 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. Those who apply for appointment on deputation terms should submit the applications along with vigilance/integrity certificates and attested copies of their confidential reports for the preceding five years.
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.
7. DIAT (DU) reserves the right to: (a) conduct written tests for such posts wherever it feels necessary and (b) not to fill up all or any of the advertised positions.
8. Separate applications for each post alongwith all the documents as mentioned in the prescribed application form, addressed to "**Deputy 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 online applications is **24 Jan 2012**. The hard copy of the online application should reach us on or before **31 Jan 2012**. Applications received after the due date is liable to be summarily rejected.
10. Both ways Sleeper Class Train fare is payable to outstation unemployed candidates belonging to SC/ ST category invited for the Interview.
11. Canvassing in any form will be a disqualification. *Postal delay shall not be entertained.*
12. 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.

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"/> |

To apply, the applicant must fill in the Electronic Application Form specially designed for the purpose. Only applications received electronically followed by a hard copy thereof, will be entertained.
