Advertisement No.03/2014 (NTS-DIAT (DU))

DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY

(A DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT 1956), GIRINAGAR, PUNE-411 025),

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

Date: 30th Sept 2014

Advertisement No.03/2014 (NTS-DIAT (DU))

APPOINTMENT TO NON-TEACHING POSTS

APPLY ONLINE ON OR BEFORE 31st OCTOBER 2014

(DIAT website http://www.diatonline.co.in / www.diat.ac.in)
(Only Indian National to Apply)

- 1. The Defence Institute of Advanced Technology (DIAT) a Deemed to be University u/s 3 of UGC Act, 1956 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. The Institute is also active in carrying out result oriented research as required for defence and national 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 invites applications from the eligible candidates for the following Non-Teaching posts to be filled by direct recruitment. The details are as under:-

Sr. No.	Post for Direct Recruitment/ Deputation as specified	Minimum Educational Qualifications (i.e. Essential & Preferential), Experience etc
1)	ASSISTANT	Essential Qualification : #
	(Direct Recruitment)	Bachelor Degree with at least second division or its equivalent
	(Pay Band (Rs.): 5200-20200 Grade Pay (Rs.): 2400	grade, accurate speed of 8000 key depressions per hour for Data Entry in the computer. Proficiency and knowledge of computer applications and operations (*) which is 30 wpm approx.
	No. of Posts: 05	<u>Preferential Qualifications:</u> Degree in Law / Post graduation Social Science or Commerce / P.G. Diploma in Business Management,
	Reservation Position/Status: 05 UR (Of this, 03 Posts are reserved for Ex-servicemen)	Tax Law / Labour Laws (Awarded by University recognized by UGC) / P.G.D.C.A. recognized by Board of Technical Exam or equivalent.
	Age Limit: 28 years	# In respect of the Ex-servicemen vacancies, in case of non-availability of sufficient nos. of II Division Graduates, candidate with Service certificate (equivalent to Graduation) may be accepted.

- (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. Period of probation:

Assistant: 01 year for direct recruitment (out of which 06 months as 'Trainee' with a Stipend @ Rs.7600/- per month consolidated)

APPLICATION FEE:

An application fee of Rs.300/- for General/OBC candidates (no application fee for Scheduled Caste/Scheduled Tribe candidates/Persons with Disability (PWD) Candidates) is payable for the post which by NEFT OR 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.

For NEFT transfer, the details of Account as under -

A/c No.10735399935 (Savings Account)

Address of Beneficiary Bank: DIAT, Girinagar, Pune-25

MICR Code: 411002021 IFSC Code: SBIN0002155

HOW TO APPLY:

Candidates are required to fill in the proforma provided online, with the payment of fee, photograph etc.

Hard Copy of the Online Application Form with applicant's signature, along-with proof of application fee paid or D.D., recent passport size photograph, copies of proof of educational qualifications certificate(s) and Caste Certificate(s) and other testimonials in support of experience etc. should be sent in a sealed envelope super scribed "Application for the post of <u>Assistant</u> against Advt. No.03/2014 (NTS-DIAT (DU)) by Registered / Speed Post only to the <u>"Deputy Registrar (Admin.), Defence Institute of Advanced Technology, Girinagar, Pune-411025</u> so as to reach on or before **07**th **November 2014.**

Applications received without the prescribed fee, late applications will be summarily rejected.

GENERAL CONDITIONS/INFORMATION:

- 1. Age as prescribed shall be as on the 'closing date for receiving the hard copy of online applications' (i.e. 07th November 2014).
- 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 send the hard copy of online applications through proper channel with their employers signature in the relevant portion of application form. Those who send hard copy of online applications as advance copy, will be considered only if they produce a "No Objection Certificate" from their employer at the time of Written Test/Skill Test/Interview, as applicable.
- 5. The number of vacancies is subject to change (decrease/increase) and DIAT reserves the right not to recruit any one against the advt. without assigning any reason.
- 6. Qualification / Experience can be relaxed by DIAT, in exceptional cases.
- 7. 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. Candidates should, therefore, furnish proof of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed. Institute will not accept / include / attach any testimonial/proof of qualification/experience sent after the closing date.

- 8. DIAT reserves the right to: (a) conduct written tests for such posts wherever it feels necessary and (b) not to fill up the advertised position.
- 9. The last date for receipt of online applications is <u>31st October 2014</u>. Candidates are advised fill up their application well before the last date so as to avoid any administrative / technical difficulty at the last moment. The hard copy of the online application should reach us on or before <u>07th November 2014</u>. Applications received after the due date is liable to be summarily rejected. *Postal delay shall not be entertained as a valid reason for late receipt of Application*.
- 10. Both ways 2nd Class sleeper Train fare by shortest route is payable to outstation SC/ST candidates called for Written Test / Interview.
- 11. Application once made will not be allowed to be withdrawn and fee 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.
- 13. No correspondence will be entertained in respect of advertisement, interview, selection etc. The Candidates are requested to check the DIAT Website http://diat.ac.in for related information from time to time.

	OUTOKLIOT		
	<u>CHECK LIST</u>		
1.	Have you signed the Application? (Tick √ Yes or No)	: YES	NO
2.	Have you attached the Attested Copies of all the Certificates/Testimonials? (Tick $\sqrt{\text{Yes or No}}$)	: YES	NO
3.	Have you enclosed proof of Age? (Tick √ Yes or No)	: YES	NO
4.	Have you enclosed requisite Demand Draft $$? (Tick $$ Yes or No)	: YES	NO
5.	Have you enclosed Attested Copy of SC/ST/OBC/EX-Serviceman/PWD Certificate? (Tick √ Yes or No)	: YES	NO
6.	Have you pasted your photograph ? (Tick √ Yes or No)	: YES	NO