



Rajkiya Engineering College **Agra Road, Mainpuri-205119**

Mob. +917081066665

E-mail : director.gecm@gmail.com

Website: recmainpuri.in

Advertisement No.:- 08/Adv1./RECM/2023

Dated: 04/08/2023

Appointment

Applications are invited for the Non-Teaching posts (Workshop Superintendent-01, Registrar-01, Programmer Grade-I-01, Medical Officer-01, Assistant Registrar-01, Deputy Librarian-01). For qualifications and other details visit institute website:- www.recmainpuri.in. The last date of submitting application is 25/08/2023.

DIRECTOR

Rajkiya Engineering College

Agra Road Kharra, Mainpuri, (U.P.) – 205119

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow

AICTE Approved Government Engineering College

Phone :- 05672-241241

Mobile: – 07081066665



राजकीय इंजीनियरिंग कॉलेज

आगरा रोड, खर्रा, मैनपुरी (उ०प्र०) – 205119

डा० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय, लखनऊ से संबद्ध

अखिल भारतीय तकनीकी शिक्षा परिषद् द्वारा मान्यता प्राप्त

Email :- director.gecm@gmail.com

Advertisement No.: - 08/Advt./RECM/2023

Applications are invited from the eligible candidates for appointment to the posts of non-teaching staff. The candidates are required to apply in prescribed format and send the same by speed/registered post with Requisite certificates in support of qualification and experience detail. Working person must apply through proper channel otherwise form will be rejected. The application form and details regarding the qualification/eligibility criteria are appended below. The complete application in all respect shall reach to the Director, of the institute latest by 25/08/2023 (5:00 PM). Incomplete and late applications shall be considered as rejected. Details of the posts in various disciplines are as follows:

S.No.	Post Name	Total Post	Pay Scale	Non-Teaching Post Eligibility
1	Registrar	01(UR)	Basic 15600-39100 GP- 6600 or Level – 11 (as per seventh pay)	First Class or High Second class Bachelor's Degree with working in an equivalent grade. OR First Class or High second class Bachelor's Degree with 7 years' experience in a responsible administrative capacity in an University or a Technical Institute or in any Govt. Department. Desirable: a) Degree in Law/MBA and knowledge of computer applications. b) Experience in establishment and general administration & accounts in a responsible position in a reputed Technical Institution/Govt. Organization.
2	Assistant Registrar	01(UR)	Basic 9300-34800 GP-4600 or Level-07 (as per seventh pay)	First or High Second Class Bachelor's Degree with 5 years administrative Experience of office working in Supervisory grade with knowledge of U.P. Govt./University/ Engineering College or equivalent rules. Desirable: Degree of Law/MBA and knowledge of computer applications or experience in accounts in a responsible position
3	Deputy Librarian	01(UR)	Basic 9300-34800 GP- 4600 or Level – 07 (as per seventh pay)	Essential: (i) Master's Degree in Library Science/Information Science/ Documentation or equivalent with a minimum of 55% marks in aggregate, preceded by a consistently good academic record; (ii) Service experience as Assistant Librarian at a reputed institute for a minimum of 05 years; (iii) Having worked on library management system Desirable: i) Knowledge of computers, internet and other recent advances in library operation and management. ii) Having knowledge on automation of library and e-resource management. iii) Ph.D. in Library Science; iv) Publication in the relevant area v) Good written and oral communication skills in English.

4	Workshop Superintendent	01(UR)	Basic 15600-39100 GP- 6600 or Level – 11 (as per seventh pay)	First Class Master's Degree in Mechanical/Production/Industrial Engineering with 5 years' experience in reputed workshop. OR Bachelor's Degree in Mechanical or Industrial or Production Engg. with 7 years' experience in any reputed industry or workshops Assistant Engineer or equivalent.
5	Medical Officer	01(UR)	Basic 15600-39100 GP- 5400 or Level – 10 (as per seventh pay)	Bachelors of Medicine & Bachelors of Surgery(MBBS)
6	Programmer Grade-I	01(UR)	Basic 15600-39100 GP- 5400 or Level -10 (as per seventh pay)	For direct recruitment: i. B.E/B.Tech in computer Science or M.Sc/M.Sc. Computer Science or UG and DOACC (NEILIT) B level certificate or MCA. ii. DOS/UNIX/Windows environment, database knowledge, iii. Server installation like windows NT/open source and other such networking systems iv. Hardware knowledge and management of CISCO and other such standard systems v. Office automation packages vi. CCTV management vii. Hardware networking and internet

Salary and allowances: Salary and allowances will be as per State Government's Rules

मूल्यांकन हेतु निर्धारित गुरुता

पदनाम	मूल्यांकन हेतु निर्धारित गुरुता				
	शैक्षिक अर्हता	अनुभव	लिखित परीक्षा	प्रयोगिक परीक्षा	साक्षात्कार
कुलसचिव/ सहायक कुलसचिव/ कार्यालय अधीक्षक/ प्रोग्रामर ग्रेड-1/ चिकित्साधिकारी/ उप-पुस्तकालयाध्यक्ष	40 अंक 10वीं परीक्षा प्रतिशत (अधिकतम 5 अंक), 12वीं परीक्षा प्रतिशत (अधिकतम 5 अंक), स्नातक परीक्षा प्रतिशत (अधिकतम 15 अंक), परास्नातक परीक्षा प्रतिशत, (अधिकतम 10 अंक) इसके अतिरिक्त स्नातक उपरान्त एल0एल0बी0, एम0टेक0 या एम0फिल (02 अंक) पी0एच0डी0 हेतु (03 अंक), जो अधिकतम 05 अंक हो सकता है।)	10 अंक (प्रति पूर्णवर्ष के लिये 01 अंक अधिकतम 10 अंक न्यूनतम अनुभव के उपरान्त)	30 अंक	20 अंक

GENERAL INSTRUCTIONS

1. Applications are only invited on prescribed format.
2. In case, a candidate wishes to apply for more than one position, separate applications are to be submitted for each position. Candidate must write post applied for on the top of the envelope.
3. The application form must be supported by self-attested copies of all the relevant certificates/ testimonials. If any mark sheet or relevant documents are not attached then the application shall be rejected.
4. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/ recruitment.
5. Mere fulfilment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection. Short listing criteria for calling for interview will be decided based on credit score of applicants. No. of candidates called will be not more than in ratio of 6 for one post.
6. Candidates called for interview shall not be entitled for any TA/DA. Interview call letter will be sent by email only and no physical call letter will be sent to the candidates. If email is not correct then Institute will not be responsible for non-receipt of the call letter for interview.
7. Computer Proficiency is mandatory for each category of posts.
8. Candidates must bring all relevant original certificates/testimonials at the time of interview.
9. Number and nature of posts shown above may change and vary at the time of selection/recruitment. Further the institute reserves the right not to fill any posts.
10. All Degree Certificates should be from recognized Universities/Institutes. If CGPA is awarded then attach conversion criteria CGPA to percentage (%) of concerned Institute/University. Further, if conversion criteria is not attached then it will applied as per AICTE.
11. Candidates are advised to browse the Institute Website: (www.recmainpuri.in) regularly for any updates.
12. Relaxation as per Government Rules..
13. The decision of the competent authority will be final in the matter of selection.
14. Applications shall be supported by non-refundable application fee of Rs.1000/-
15. Application fee will be paid via Demand Draft in Favour of **Director, Rajkiya Engineering College, Mainpuri payable at Mainpuri.**

Account No.	727510210000048
IFSC	BKID0007275
Bank Name	Bank of India Railway Road, Mainpuri

16. Complete application in prescribed format with a copy of all the supporting/relevant documents shall be sent to **Director, Rajkiya Engineering College, Agra Road, Kharra, Mainpuri (U.P.) Pin Code – 205119** via speed post/registered post latest by 25/08/2023 (05:00 PM).

Director



RAJKIYA ENGINEERING COLLEGE

MAINPURI – UP 205119

Advertisement No.: - 08/Advt./RECM/2023 Date: 04/08/2023

APPLICATION FORM FOR NON-TEACHING POSTS

Post applied for **Bank Draft No.**

Date..... **Rs**.....

Passport Size
attested
photograph.

For office use

No..... Date.....

1. Name (in Block letter).....
2. Date of Birth
3. Father's/Husband's name
4. Address for correspondencePin code
5. Nationality
6. Marital Status
7. Permanent Address
-Pin Code
8. Phone/Mobile No.....
9. E-mail Address.....
10. In case of differently abled (visual/hearing/locomotive/any other), Please attach certificate from CMO.....
11. Educational Qualification High School or equivalent onwards. Attested copies of certificate, degree and marks-sheets must be attached.

Sr. No	Examination	School/College/University	Year of passing	Subject(S)	Division and marks (%)	Distinction/Gold Medal/Rank if any
1.	High School					
2.	Intermediate					
3.	B.A./B.Sc/B.Com/ B.Tech.(tick)					
4.	M.A./M.Sc/M.Com/ MCA/M.Tech./MBA (tick)					
5.	Ph.D.					
6.	Others (M.Phill/Net etc.)					

12. Details of posts held till date (may attach a separate sheet)

Sr. No	Name of post (1)	Date of joining (2)	Date of leaving (3)	Pay scale (4)	Basic pay (5)	Reason for leaving the post (6)	Name of employer (7)	Experience in years (8)
1.								
2.								
3.								
4.								
5.								
6.								

13. Three references with full postal address

(Not more than one from the present employer's organization)

1..... 2..... 3.....

14. Detail of any past/current involvement in any cognizable/criminal offence and nature of conviction

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15. Additional Remarks:

The applicant may mention any special qualifications or experience not covered under the above heads. Separate sheets may be attached if required.

16. List of enclosures:

1.....2.....3.....
 4.....5.....6.....
 7.....8.....9.....

I hereby declare that all statements made/information in the application are accurate, complete and correct to the best of my knowledge and belief. I understand that if any information is found untrue/false/incorrect or I do not satisfy the eligibility criteria, my candidature/appointment will be cancelled/terminated without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures as enforced by Institute for appointment to the applied post.

Place

Date

Signature of the candidate

17. FORWARDING REMARKS

Forwarded with the remarks that the fact stated in the above application has been verified and found correct, and this Institution /Organization has no objection to the candidature of the applicant being considered for the applied post.

Date

Signature and Designation
 Forwarding authority
 (Seal)