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 06/11/2023.

DIRECTOR
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 06/11/2023 (5:00 PM). Incomplete and late applications shall be considered as rejected. Details of the posts in various disciplines are as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post Name</th>
<th>Total Post</th>
<th>Pay Scale</th>
<th>Non-Teaching Post Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registrar</td>
<td>01(UR)</td>
<td>Basic 15600-39100 GP-6600 or Level – 11 (as per seventh pay)</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Registrar</td>
<td>01(UR)</td>
<td>Basic 9300-34800 GP-4600 or Level-07 (as per seventh pay)</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Deputy Librarian</td>
<td>01(UR)</td>
<td>Basic 9300-34800 GP-4600 or Level-07 (as per seventh pay)</td>
<td>Essential: (i) Master’s Degree with Bachelor Degree in Library Science OR Master Degree in Library Science with Bachelor degree. (ii) DOEACC (NEILIT) ‘O’ Level Certificate for Knowledge of Computer Operation.</td>
</tr>
<tr>
<td>4</td>
<td>Workshop Superintendent</td>
<td>01(UR)</td>
<td>Basic 15600-39100 GP-6600 or Level – 11 (as per seventh pay)</td>
<td>First Class Master's Degree in Mechanical/Production/Industrial Engineering with 5 years’ experience in reputed workshop. OR Bachelor’s Degree in Mechanical Engg/Production/ Industrial Engg. with 7 years’ experience in reputed industry or workshops Assistant Engineer or equivalent.</td>
</tr>
<tr>
<td>5</td>
<td>Medical Officer</td>
<td>01(UR)</td>
<td>Basic 15600-39100 GP-5400 or Level – 10 (as per seventh pay)</td>
<td>Bachelors of Medicine &amp; Bachelors of Surgery(MBBS)</td>
</tr>
<tr>
<td>6</td>
<td>Programmer Grade-I</td>
<td>01(UR)</td>
<td>Basic 15600-39100 GP-5400 or Level -10 (as per seventh pay)</td>
<td>(i) B.E/B.Tech in computer Science OR M.Sc/M.Sc. Computer Science from recognised OR UG and DOACC (NEILIT) B level certificate or MCA. (ii) DOS/UNIX/Windows environment, oracle/ingase/Sai base/DB2 etc alike foxpro, RDMS software development knowledge (iii) Exposure in Novel and Windows NT network environment (iv) Office automation packages and internet knowledge</td>
</tr>
</tbody>
</table>

**Salary and allowances:** Salary and allowances will be as per State Government’s Rules.
### GENERAL INSTRUCTIONS

1. **Applicants applied vide Advertisement No.: 08/Advt./RECM/2023 Dated 04/08/2023 need not apply again. If any applicant wants to update qualifications, may submit additional document(s), by the post within last date of submitting application.**

2. Applications are only invited on prescribed format.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. Computer Proficiency is mandatory for each category of posts.

9. Candidates must bring all relevant original certificates/testimonials at the time of interview.

10. 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.

11. 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.
12. Candidates are advised to browse the Institute Website: (www.recmainpuri.in) regularly for any updates.

13. Relaxation as per Government Rules.

14. The decision of the competent authority will be final in the matter of selection.

15. Applications shall be supported by non-refundable application fee of Rs.1000/-

16. Application fee will be paid via Demand Draft in Favour of Director, Rajkiya Engineering College, Mainpuri payable at Mainpuri.

<table>
<thead>
<tr>
<th>Account No.</th>
<th>727510210000048</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSC</td>
<td>BKID0007275</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Bank of India Railway Road, Mainpuri</td>
</tr>
</tbody>
</table>

17. 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 06/11/2023 (05:00 PM).

Director
RAJKIYA ENGINEERING COLLEGE
MAINPURI – UP 205119
Advertisement No.: - 09/Advt./RECM/2023 Date: 16/10/2023
APPLICATION FORM FOR NON-TEACHING POSTS

Post applied for ………………………………………………………………………………….Bank Draft No. …………………………………………………………………………………
Date…………………………………….Rs…………………………………………………………………………………………………………………………………………………………………………………..

For office use
No…………………………………….… Date………………………………………..

1. Name (in Block letter)…………………………………………………………………………………………………………………………………………………………………………………..
2. Date of Birth ……………………………………………………………………………………………………………………………………………………………………………………………
3. Father's/Husband's name ……………………………………………………………………………………………………………………………………………………………………………
4. Address for correspondence ………………………………………………………………………………………………………………………………………………………………..
5. Nationality ………………………………………………………………………………………………………………………………………………………………………………….
6. Marital Status ……………………………………………………………………………………………………………………………………………………………………………
7. Permanent Address ……………………………………………………………………………………………………………………………………………………………………………
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.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Examination</th>
<th>School/College/University</th>
<th>Year of passing</th>
<th>Subject(S)</th>
<th>Division and marks (%)</th>
<th>Distinction/Gold Medal/Rank if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>B.A./B.Sc/B.Com/B.Tech. (tick)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>M.A./M.Sc/M.Com/MCA/M.Tech./MBA (tick)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Ph.D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Others (M.Phill/Net etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12. Details of posts held till date (may attach a separate sheet)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of post (1)</th>
<th>Date of joining (2)</th>
<th>Date of leaving (3)</th>
<th>Pay scale (4)</th>
<th>Basic pay (5)</th>
<th>Reason for leaving the post (6)</th>
<th>Name of employer (7)</th>
<th>Experience in years (8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

…………………………………………………………………………………

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)