

RUSTAMJI INSTITUTE OF TECHNOLOGY

BSF Academy, Tekanpur, Gwalior – 475 005 (M.P.)
Tel.:- (07524) 274319, Fax (07524) 274320 e mail : rjit_bsft@yahoo.com

No.12112/RJIT/Estt/2017/541

Dated 17 April 2017

EMPLOYMENT NOTICE – 01/2017

Rustamji Institute of Technology, BSF Academy Tekanpur Gwalior (M.P.) invites application for the following posts on purely contract basis:-

Post	Eligibility	Pay	Other Allowance
Assistant Professor (i) Electronics (ii) Auto Engg (iii) Mech Engg (iv) Electrical Engg (v) Computer Science & Engg (vi) Mathematics (vii) Humanities (viii) Civil Engg*	As per AICTE norms	Rs. 25,000/- p.m. consolidated for M.E./M Tech. (For Engg. courses only) Rs.20,000/- p.m. consolidated for M.Sc. and M.A. English with Ph.D. Rs.16,000/- p.m. consolidated for B.E. with GATE , M.Sc. and M.A.English *Rs. 13,500/- p.m. for B.E. (Civil Engg only)	Not applicable
Visiting Faculty Energy, Environment, Ecology & Society (EEES)	As per University/ DTE norms	Per period basis.	
Lab Instructor (i) Electronics (ii) Info Tech (iii) Auto Engg (iv) Mech Engg (v) Electrical Engg (vi) CSE (vii) Humanities (English Language Lab)	As per M.P. Govt, norms	Rs. 12,500/- p.m. consolidated	
Administrative Staff			
(i) Account Officer		Rs. 13,500/- p.m. consolidated	
(ii) Matron (Girls Hostel)		Rs. 12,000/- p.m. consolidated	
(iii) Care Taker (Boys Hostel)		Rs. 12,000/- p.m. consolidated	
(iv) Receptionist (v) Data Entry Operator (vi) Store Keeper (vii) Steno (viii) Assistant Grade-III (LDC) (ix) Library Assistant (x) Driver (xi) Electrician		Rs. 8,165/- p.m. consolidated	
(xii) Peon (xiii) Watchman (xiv) Gardener (xv) Sweeper		Rs. 6,900/- p.m. consolidated	
Note:- Sr.No. (i) Preferably Retd.BSF/ Central Govt Employee with experience in concerned field			

Terms & Conditions:-

- Applications are invited in prescribed proforma along with attested copies of certificates / testimonials, two recent pass port size photographs and a demand draft of Rs. 200/- for the post of Assistant Professor, Lab Instructor, and Rs. 100/- for Administrative Staff (**non refundable**) to be drawn in favour of Chief Administrator RJIT payable at SBI (Code No. 8284) BSF Academy, Tekanpur Gwalior (M.P.).
- Duly filled Application form will be accepted by hand/registered post/ speed post in the Office of the Principal, R.J.I.T. BSF Academy, Tekanpur Gwalior (M.P.) up to **08 May 2017**
- Application without relevant documents will not be considered.
- The competent authority reserves the right either to fill the vacant posts or cancel the advertisement.
- Only short listed candidates will be called for interview.**
- No TA/DA shall be paid for attending the interview.
- Application form, required qualifications and other information in detail is available on RJIT **website:www.rjit.org.**
- Contractual appointment shall be covered under EPF Scheme as per the norms.

Chief Administrator
RJIT, Tekanpur

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EMPLOYMENT NOTICE – 01/2017

ELIGIBILITY/ TERMS & CONDITIONS

S. No.	Post	Eligibility	Pay
01	Assistant Professor	B.E./B.Tech and M E/ M Tech in relevant subject with First Class or equivalent either in B.E. /B Tech or M E/ M Tech <u>For Allied Science (Mathematics & Humanities)</u> Good academic record with at least 55% marks or an equivalent CGPA at the Master's level and Ph.D. degree in relevant subjects.	Rs. 25,000/- p.m. consolidated for M.E./ M. Tech. (for Engg courses only) OR Rs.20,000/- p.m. consolidated for M.Sc. M.B.A./ M.A. English with Ph.D. Rs.16,000/- p.m. consolidated for B.E., with GATE , M.Sc. & M.A .English *Rs. 13,500/- p.m. for B.E. (Civil Engg only).
02	Visiting Faculty in Energy, Environment, Ecology & Society (EEES)	M.Sc. in Environmental Science/ BE in any discipline.	Per Period basis.
03	Lab Instructor (For Engineering branch)	03 years Diploma from Recognized Board / University.	Rs. 12,500/- p.m. consolidated
	Lab Instructor for Humanities (English Language Lab)	Bachelor's Degree from a recognized University and DCA/ PGDCA from a recognized University or Institute with Sound knowledge of English. Desirable: (i) Knowledge of Computer Software as well as Hardware (ii) Knowledge of English Language Lab Software.	

S. No.	Post	Eligibility	Pay
04	Account Officer	<ul style="list-style-type: none"> ➤ 2nd Class Graduate Degree in Commerce from a recognized University. ➤ Ten years experience of handling Accounts. <p>Desirable :-</p> <ul style="list-style-type: none"> ➤ Post Graduate Degree in Commerce from a recognized University. ➤ Knowledge of maintaining accounts on computer system. <p align="center">OR</p> <p>Retired BSF / Central Govt personnel in Rank of Accounts Officer/Inspector (Ministerial) or equivalent shall apply for the above post having experience in dealing with accounts matters.</p>	Rs. 13,500/- p.m. Consolidated
05	Matron (Girls Hostel)	Graduate Degree in any discipline of a recognized University. Preferably having experience in the field for minimum 01 year.	Rs. 12,000/- p.m. Consolidated (Free accommodation & messing)
06	Care Taker (Boys Hostel)	Graduate Degree in any discipline of a recognized University. Preferably having experience in the field for minimum 01 year.	Rs. 12,000/- p.m. Consolidated (Free accommodation & messing)
07	Receptionist	<p>Bachelor's Degree from a recognized University or equivalent with fluency in speaking English and Hindi.</p> <p>Desirable: (i) Six months working experience on PBX Board (ii) Knowledge of Computer/Word processing/Excel (iii) Good communication skills (iv) Multi-tasking ability.</p>	Rs. 8,165/- p.m. Consolidated
08	Data Entry Operator	Graduate and PGDCA from a recognized University or equivalent or Diploma in Computer Application from Polytechnic or B.Sc. in Computer Science or B.Com in Computer Science. Experience minimum one year desirable.	Rs. 8,165/- p.m. Consolidated
09	Store Keeper	Minimum education qualification equivalent Assistant Grade-II (LDC) and 05 year experience as LDC or Store Keeper	Rs. 8,165/- p.m. Consolidated
10	Steno	<p>(i) Must have passed old Higher Secondary or 10th standard under 10+2 standard under 10+2 system from the Board of Secondary Education Madhya Pradesh Bhopal or from any Institution recognized by the Govt.</p> <p>(ii) Must have passed English/Hindi Stenography Examination from Madhya Pradesh Typing and Stenography Examination Council or from any Institution recognized by the state Govt.</p> <p>(iii) Must have the speed of 100 words P.M. in stenography and 40 words P.M. in typing.</p>	Rs. 8,165/- p.m. Consolidated

S. No.	Post	Eligibility	Pay
11	Assistant Grade-III (LDC)	(i) Must have passed 10 th standard under 10+2 or equivalent from the Board of Secondary Education or from the Institution recognized by the Government. AND (ii) Must have passed Hindi/English Typing Examination from the Council of Stenography and Typing – from the Institution recognized by the Government or equivalent examination passed from the Institution recognized by the Govt. AND (iii) Following Computer Examination Passed from Recognized Board (a) Diploma from all Universities by UGC. (b) Diploma from all open Universities recognized by UGC (c) Diploma level examination from DOEACC. (d) Modern Office Management Course from Govt Polytechnic College. (e) One year Certificate in “Computer Operator & Programming Assistant (COPA)” From Govt. I.T.I.	Rs. 8,165/- p.m. Consolidated
12	Library Assistant	B.Lib. Science Degree from a recognized University.	Rs. 8,165/- p.m. Consolidated
13	Driver	Class 8 th passed from Recognized Board. Valid heavy vehicle driving license with batch No. and 2-3 years experience of driving Bus/heavy vehicle.	Rs. 8,165/- p.m. Consolidated
14	Electrician	Minimum 10 th Pass with ITI in Electrical Trade.	Rs. 8,165/- p.m. Consolidated
15	Peon	Standard VIII passed from Recognized Board. Experience minimum two years.	Rs. 6,900/- p.m. Consolidated
16	Watchman	Standard VIII passed from Recognized Board. Experience minimum two years.	Rs. 6,900/- p.m. Consolidated
17	Gardner	Standard VIII passed from Recognized Board. Experience minimum two years.	Rs. 6,900/- p.m. Consolidated
18	Sweeper	Standard VIII passed from Recognized Board. Experience minimum two years.	Rs. 6,900/- p.m. Consolidated

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APPLICATION FORM FOR THE POST OF ASSISTANT PROFESSOR ON CONTRACTUAL BASIS

(To be filled up by the Candidate in his/her own handwriting)

Deptt. For which applied : _____ Adv. No. 01/2017

Draft No..... Dated..... Amount.....
(In the favour of Chief Administrator , RJIT Payable at SBI (Code No. 8284) BSF Tekanpur)

1. **Full Name** : _____

(In English Block letters) _____

2. **Father's/Husband Name** : _____

3. **Date of Birth**

D	D	M	M	Y	Y	Y	Y		

Recent Passport
Size Photograph

4. **Aadhaar No.**

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5. **PAN No.**

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6. **Marital Status (M/S/W/D)** : _____

7. **Address for Correspondence** : _____

8. **Contact No. (Mobile No.)** : _____

9. **E-Mail** : _____

10. **Academic Qualification** :

(Please mention details from Matric/Higher secondary level onwards, attested copies of certificates, mark sheets should be enclosed in chronological order)

S. No.	Degree/ Certificate	Discipline Subject	University/Board whether approved by AICTE	Passing Year	Division with %	Encl No.
I	II	III	IV	V	VI	VII

11 (A) Teaching Experience : (Assistant Professor Level)

S. No.	Name of the Institute	Post held	Pay Scale	Pay drawn	From	To	Encl No.
I	II	III	IV	V	VI	VII	VIII

(B) Industrial Experience

S. No.	Name of the Industry/Org.	Post held	Pay Scale	Pay drawn	From	To	Encl No.
I	II	III	IV	V	VI	VII	VIII

12. Name, Address & Contact No. of the two references

- (i) -----

- (ii) -----

DECLARATION

I declare that the entries made in this application form, from (1) to (12) are true and correct to the best of my knowledge and belief.

Date :- _____

Place : _____

(Signature of the Candidate)

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APPLICATION FORM FOR LAB INSTRUCTOR ON CONTRACTUAL BASIS

(To be filled up by the Candidate in his/her own handwriting)

Deptt. For which applied : _____ Adv. No. 01/2017

Draft No. Dated.....Amount.....
(In the favour of Chief Administrator , RJIT Payable at SBI (Code No. 8284) BSF Tekanpur)

1. **Full Name** : _____
(In English Block letters) _____

2. **Father's/Husband Name** : _____

3. **Date of Birth**

D	D		M	M		Y	Y	Y	Y

Recent Passport
Size Photograph

4. **Aadhaar No.**

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5. **PAN No.**

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6. **Marital Status (M/S/W/D)** : _____

7. **Address for Correspondence** : _____

8. **Contact No. (Mobile No.)** : _____

9. **E-Mail** : _____

10. **Academic Qualification** :

(Please mention details from Matric/Higher secondary level onwards, attested copies of certificates, mark sheets should be enclosed in chronological order)

S. No.	Degree/ Certificate	Discipline Subject	University/Board whether approved by AICTE	Passing Year	Division with %	Encl No.
I	II	III	IV	V	VI	VII

11. (A) Teaching Experience : (Lab Instructor Level)

S. No.	Name of the Institute	Post held	Pay Scale	Pay drawn	From	To	Encl No.
I	II	III	IV	V	VI	VII	VIII

(B) Industrial Experience

S. No.	Name of the Industry/Org.	Post held	Pay Scale	Pay drawn	From	To	Encl No.
I	II	III	IV	V	VI	VII	VIII

12. Name, Address & Contact No. of the two references

- (i) -----

- (ii) -----

DECLARATION

I declare that the entries made in this application form, from (1) to (12) are true and correct to the best of my knowledge and belief.

Date :- _____

Place : _____

(Signature of the Candidate)

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APPLICATION FORM FOR ADM. STAFF ON CONTRACTUAL BASIS

(To be filled up by the Candidate in his/her own handwriting)

(For the post of /Account Officer, Matron (Girls Hostel), Care Taker (Boys Hostel, Receptionist/, Data Entry Operator, Store Keeper, Steno, Assistant Grade-III (LDC), Library Assistant, Driver, Electrician

Post for which applied : _____ Administrative Staff Adv. No. 01/2017

Draft No..... Dated..... Amount.....
(In the favour of Chief Administrator , RJIT Payable at SBI (Code No. 8284) BSF Tekanpur)

1. **Full Name** : _____

(In English Block letters) _____

2. **Father's/Husband Name** : _____

3. **Date of Birth**

D	D	M	M	Y	Y	Y	Y		

Recent Passport
Size Photograph

4. **Aadhaar No.**

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5. **PAN No**

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6. **Marital Status (M/S/W/D)** : _____

7. **Address for Correspondence** : _____

8. **Contact No. (Mobile No.)** : _____

9. **E-Mail** : _____

10. **Academic Qualification** : _____

(Please mention details from Matric/Higher secondary level onwards, attested copies of certificates, mark sheets should be enclosed in chronological order)

S. No.	Degree/ Certificate	Discipline Subject	University/Board whether approved by AICTE	Passing Year	Division with %	Encl No.
I	II	III	IV	V	VI	VII

11. Experience :

S. No.	Name of the Institute	Post held	Pay Scale	Pay drawn	From	To	Encl No.
I	II	III	IV	V	VI	VII	VIII

12. Name, Address & Contact No. of the two references

- (i) -----

- (ii) -----

DECLARATION

I declare that the entries made in this application form, from (1) to (12) are true and correct to the best of my knowledge and belief.

Date :- _____

Place : _____

(Signature of the Candidate)

आवेदन-पत्र

प्रति,

श्रीमान प्राचार्य, महोदय,
आरजेआईटी, टेकनपुर

Photo

विषय:- चपरासी, चौकीदार, माली, सफाई कर्मचारी के पद हेतु आवेदन-पत्र ।

बैंक ड्राफ्ट की जानकारी :- मुख्य प्रशासक, आरजेआईटी, टेकनपुर एस.बी.आई. कोड नं. 8284
डी.डी.नं. _____ दिनांक _____ रु. 100/-

- 01 आवेदक का नाम : _____
02. पुरुष/महिला : _____
03. माता का नाम : _____
04. पिता/पति का नाम : _____
- 05 जन्म तिथि : _____
06. आधार नम्बर : _____
- 07 वैवाहिक स्थिति : विवाहित/अविवाहित
- 08 जाति (अनु.जाति/अनु जनजाति/
पिछडा वर्ग/ सामान्य) : _____
- 09 मूल निवासी : _____
- 10 वर्तमान पता : _____

- 11 दूरभाष नं. : _____
- 12 शैक्षणिक योग्यता (प्रमाण-पत्र एवं अंकसूची : _____
की सत्यापित छायाप्रति संलग्न करें)
- 13 अनुभव (प्रमाण-पत्र की सत्यापित : _____
छायाप्रति संलग्न करें) : _____

मैं एतद द्वारा घोषणा करता हूँ कि मेरे द्वारा दी गई जानकारी सत्य व सही हैं । यदि किन्हीं परिस्थितियों में जानकारी असत्य पाई जाती है तो मुझे सेवा से हटाने का आपका सम्पूर्ण अधिकार होगा ।

दिनांक :-

संलग्न :-

आवेदक का नाम एवं हस्ताक्षर