



Ref. No. Advt. /Non Teaching/Estt./2017/02

Date: 12.08.2017

RECRUITMENT

Applications are invited in prescribed proforma from eligible candidates for the following non-teaching vacant posts.

The details of the vacant posts is as under

Sr.	Post Name	Minimum Qualification	Desirable		
1.	Programmer 15600-39100+5400 [GP] Open: 01 (Under Self Finance)	<ul style="list-style-type: none">• Master Degree in Computer Application or Statistics or Mathematics (with Statistics) or Operations Research or Physics or Economics (with Statistics) or Commerce (with Statistics) from a recognized University or equivalent; or• Degree in Engineering or Computer Science from a recognized University or equivalent.	<ul style="list-style-type: none">• Three years experience of electronic data processing work, out of which at least one year experience should be in actual programming on an electronic computer.		
2.	Private Secretary/ Personal Assistant 9300-34800+4600 [GP] Open: 01 (Under Self Finance)	<ul style="list-style-type: none">• Must be a graduate from any recognized University.• Must have passed Shorthand Examination in English from any recognized Board of Shorthand and Typewriting at the rate of 100 words per minute.	<ul style="list-style-type: none">• Experience of working in a University or an educational Institute of repute.• Proficiency in Computer operation.		
3	Assistant Grade-III 5200-20200+1900 [GP] <table border="1" data-bbox="354 1766 639 1801"><tr><td>UR-01</td><td>SC-01</td></tr></table> (Under Self Finance)	UR-01	SC-01	<ul style="list-style-type: none">• Must be a graduate from any recognized University.• Hindi/English Type writing examination passed from the M.P. Shorthand and Typewriting Examination Council or from any other	<ul style="list-style-type: none">• Experience of working in a University or an educational Institute of repute.• Proficiency in Computer operation.
UR-01	SC-01				

		<ul style="list-style-type: none"> recognized Board. • Possess Computer Diploma as mentioned in General Administration Department Circular C/3-11/08/3/one dated 12.06.2009, from any of the recognized institutions. 	
4	Data Entry Operator 5200-20200+1900 [GP] Open :01 (Under Self Finance)	<ul style="list-style-type: none"> • Graduate with post Graduate Diploma in Computer application from recognized University OR • Diploma in Computer Application from a recognized Polytechnic OR • B.Sc/B.Com in Computer Science from recognized University • Knowledge of Micro Soft Office and speed of typing 8000 per hour data entry • English & Hindi Typing of 20 words per minute on computer. 	<ul style="list-style-type: none"> • Experience of working in a University or an educational Institute of repute. • One year experience of Computer work.

HOW TO APPLY:

Interested candidates are required to apply on prescribed application form available at institute website www.mitsgwalior.in and submit along with the necessary enclosures and a Demand Draft (Non Refundable) of Rs. 1000/- (Rs. 800/- for SC/ST of MP Domicile) drawn in favour of “**Director, MITS, Gwalior**” to the office of the **Director** on or before **29.09.2017 up to 4:00 PM** in the A 4 size envelope. The envelope containing application form must be super scribed “**Application for the post of**”

Application completed in all respect along with fee & NOC from Present Employer if any, should reach to the office of **The Director, Madhav Institute of Technology and Science, Gola ka Mandir, Gwalior-474005** on or before **29.09.2017 up to 4:00 PM**

**CANDIDATES ARE ADVISED TO READ THE FOLLOWING IMPORTANT NOTES /
INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM**

1. The Institute reserves the right to call only short listed candidates for the interview.
2. Employed candidates are required to submit their application form through proper channel failing which their applications are liable to be rejected.
3. The Institute reserves the right to fill any or none of the above post.
4. Preference will be given to candidates with higher qualifications and aptitude/experience.
5. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
6. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
7. The prescribed Essential Qualifications/Experience indicated in the advertisement are bare minimum and mere possession of same will not entitle the candidate to be called for interview. Where numbers of applications received are large, the candidates may be short listed on the basis of their educational qualifications and experience.
8. Relaxation in educational qualification and/or experience will be considered in case of exceptionally meritorious candidates, with prior approval of the competent authority.
9. Original documents with one set of self attested copies will have to be submitted at the time of interview for verification.
10. Application incomplete in any respect and not accompanied by relevant certificates /documents/photograph/ required fee may be rejected.
11. All qualifications, experience will be considered as on the last date of the submission of application form.
12. The persons with disability (PWD) shall be required to submit the medical certificate of the same in the prescribed form issued by the competent medical authorities for the purpose of employment as per norms at the time of interview, if short listed.
13. No TA/DA will be paid for attending an interview.

DOCUMENTS/CERTIFICATES REQUIRED AT THE TIME OF INTERVIEW

- A) Following Original Documents, Certificates are to be produced along with self attested copies at the time of interview, including other items if any later on specified on the Institute website or mentioned in the call letter. Failing which the candidate would not be allowed to appear in the interview.
- B) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th standard or equivalent issued by Central /State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate / mark sheet issued by concerned Educational Board, School leaving certificate indicating date of Birth will be considered.
- C) Degree/Diploma certificate / mark sheet pertaining to all the academic years as proof of educational qualification claimed.
- D) NOC and experience certificate(s) from the Head(s) of Organization(s) Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with durations(s)
- E) Physically Handicapped certificate in prescribed proforma only issued by the competent authority to the person with Disability for being eligible for appointment to the post on the basis of prescribed standards of Medical Fitness(if applicable).
- F) Documentary proof of anything /item claimed in the application form

Important Note:-

Candidates are advised to visit the institute website (www.mitsgwalior.in) regularly for further information/update.

(Dr. R.K. Pandit)
Director



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal, M.P.)

Ph.: 0751-2409397, Fax: 0751-2664684

DATA SHEET- SUMMARY

PART (A)

Advertisement No. Advt./Non Teaching/Estt./2017/02

(To be filled by the candidate in block letters with their own handwriting)

Post Applied For :

Category :

Demand Draft Details :

Amount :

DD No. :

Date of Issue :

Bank Name:

Personal Details & Correspondence Address

Name : Father's Name :

Address : City : State : Pin Code :

Phone : Mobile No. Email :

Educational Qualifications

Degree/Diploma	Subject/Branch	Board/University/Institute.	Year	%
High School				
Higher Secondary				
Graduation in (.....)				
Post Graduation in (.....)				
Other Qualifications				
Ph.D Broad Area				

Work Experience: (Total: YearMonths)

Declaration

I, hereby, declare that all the information given above, are true to the best of my knowledge and belief and in case it is proved otherwise, I shall be liable for dismissal.

SIGNATURE OF CANDIDATE

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Advertisement No. Advt./Non Teaching/Estt./2017/02

Application Form for Non-Teaching Position

(PART-B)

(To be filled by the candidate in block letters with their own handwriting)

Affix
Self-attested
Photograph

Post Applied for : Category (Gen/SC/ST/OBC) :
(In case of reserved category, please enclose the certificate)

Payment details:- Amount Rs: Bank Draft No.: Date of Issue:

Name of the Bank :

1. Applicant's Name in Full : (in Block Letters)
: (in Hindi)

2. Father's Name :

3. Mother's Name :

4. Date & Place of Birth: Age on 01/01/2017 Year.....Month.....Days

5. Gender :

6. (A) Postal Address :
.....

City : State : Pin Code :

Landline No. with STD Code : Mobile No.

7. (B) Permanent Address :
.....

City : State : Pin Code :

Landline No. with STD Code : Mobile No.

8. Email :

9. Nationality : Name of the State which you belong (Domicile) :

10. Marital Status :

11. Are you physically handicapped? If yes, Give Details
(Enclose certificate)

12. Educational Qualifications:

Degree/Diploma	Year	Board/University/Institute.	Main Subjects	Division/Grade	Encl. No.
High School					
Higher Secondary					
Graduation in (.....)					
Post Graduation in (.....)					
Other Qualifications					
Ph.D Broad Area		University/Institute : Title:			

13. Work experience: (Total Years Months)
(Provide the details in chronological order)

Name of Post Held & Pay Scale	Name of Employer	Date of Joining	Date of Leaving	Total Experience	Encl. No.

Note: Experience will be taken into consideration only if the application is endorsed by the present Employer and certificates of experience are attached. Please indicate break in service, if any with reasons thereof.

DECLARATION

I, hereby, declare that all the information given above, are true to the best of my knowledge and belief and in case it is proved otherwise, I shall be liable for dismissal.

Applicant's Signature & Name

Place :

.....

Date :

List of Enclosures attached

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.