

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(Estd. 1957- A Govt. Aided UGC Autonomous & NAAC Accredited Institute, Affiliated to RGPV, Bhopal)

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

Ref. No. Advt./Estb./2018/

Date: 14.12.2018

ENGAGEMENT OF ASSISTANT PROFESSORS

Applications are invited for the Engagement as Assistant Professor on temporary basis (purely contract basis) in the Architecture & Planning discipline. Candidates are required to submit the application in prescribed proforma available on Institute website along with fee and testimonials on or before 04:00 p.m. on 18.01.2019 to the office of the Director, MITS Gwalior. Please visit the institute website www.mitsgwalior.in for application proforma and detailed information.

Director



ENGAGEMENT OF ASSISTANT PROFESSORS

Applications are invited in prescribed proforma for the Engagement as Assistant Professor on temporary basis (purely contract basis) from the eligible candidates at a consolidated remuneration of Rs. 45,000/- per month in the Architecture & Planning discipline.

Position: Assistant Professor (on purely contract basis) - upto 3 years and non-renewable.

Emoluments: Rs. 45,000 per month consolidated (all inclusive)

Number of positions: 06

Details: Detailed advertisement mentioning qualification, experience, age limit, selection procedure, detailed schedule, terms and conditions, are available on institute website www.mitsgwalior.in

Application process: through offline mode as prescribed on www.mitsgwalior.in

Timelines: 1.00 p.m. on 16th December 2018 to 4.00 p.m. on 18th January 2019.

Interviews for shortlisted candidates: Eligible candidates are required to report in the institute with their original documents as per the following schedule.

<i>Sr.</i>	<i>Name of the Department</i>	<i>Date & Time of Interview</i>	
1.	Architecture	10/02/2019	10:00 AM

1. Educational Qualifications:

Cadre	Qualification & experiences
Assistant Professor (Architecture/Architecture & Planning)	First class Bachelor's Degree in Architecture with minimum of one year teaching experience as visiting teacher. OR Bachelor's Degree in Architecture and first class Master's Degree in Architecture/Urban Design/Planning with minimum of one year teaching experience as visiting teacher. OR Bachelor's and Master's Degree in Architecture with first class or equivalent either in Bachelor's or Master's Degree. NOTE : <ul style="list-style-type: none">Any amendments made in qualification by AICTE from time to time will be applicable.

For conversion of grade points (GPA/CGPA) into percentage, the following AICTE Guidelines should be used.

Grade Point	Equivalent Percentage
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

Desirable Qualifications:

- (i) Bachelors/Masters degrees from reputed institutes like IITs/IISc/NITs/SPA/CEPT etc.
- (ii) PhD degree in the relevant discipline

2. AGE LIMIT: Max 40 years as on closing date for submission of applications.

3. APPLICATION FEE: Rs. 2000/- to be paid as application processing fee (non-refundable).

4. TENURE: The engagements of selected candidates are target-based contract and non-renewable for a maximum period of 3 years from the date of engagement. However, the continuation/renewal of the contract of the candidate will be decided each year on the basis of his/her satisfactory performance.

5. REMUNERATION:

a) The candidate shall receive a consolidated remuneration of Rs. 45,000/- per month online into his/her bank account from Institute, based on monthly certification of attendance and his/her performance by the concern department.

b) Candidate shall not be entitled for any other allowances or any other benefit derived by other permanent employees.

c) Based on performance appraisal (APIs) and if found satisfactory, 3% increment will be given in the consolidated remuneration offered to the candidates each year.

6. SUBMISSION OF APPLICATIONS

Interested candidates are required to submit the application in prescribed proforma available on Institute website www.mitsgwalior.in along with the necessary enclosures and a Demand Draft (Non Refundable) of Rs. 2000/- drawn in favour of “**Director, MITS, Gwalior**” to the office of the **Director** on or before **18/01/2019 up to 4:00 p.m.** in the A 4 size envelope.

7. SELECTION PROCEDURE

a) Interview will be held on 10.02.2019 at Institute as per schedule that will be notified on Institute website along with the list of shortlisted candidates invited for personal interview. No request for postponement of the date of interview would be entertained.

b) The candidates invited for interview, shall bring his original certificates in respect of educational qualification, date of birth, GATE score, relevant experience, Aadhar card, PAN card etc. Candidates coming without original certificates will not be permitted for appearing in the interview.

c) Candidates shall deliver a teaching demonstration during personal interview. For teaching demonstration candidate might chose a topic among a pool of topics which will be made available to candidates in due course of time. The selection committee shall assess each candidate for the following.

- Content of presentation/demonstration
- Teaching skills
- Depth of subject knowledge
- Responsiveness & Overall Impact

8. ENGAGEMENT

a) A final allotment list will be displayed on Institute website. The same shall be intimated to the candidate through mail, simultaneously.

b) The institute, shall issue engagement offer to the selected candidates in the given format (annexure-1) and receive an Undertaking (annexure-2) and Affidavit (annexure-3) in prescribed format before joining.

c) It is essential for the selected candidates to join the institute within five working days, failing which his/her offer shall stand cancelled.

9. TERMS & CONDITIONS OF ENGAGEMENT

(i) Professional code of conduct

a) Any lapses in performing his/her duties as assigned by the Institute from time to time

b) Inciting students against other students, colleagues or administration (this does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the Institute.

c) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects or any other such actions which are against the interest of the Institute

- d) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the institute without giving reason
 - e) Indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term
- (ii) Teaching days, work load and leave rules: The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the AICTE/or institute's norms from time to time.
- (iii) Variations in terms and conditions of engagement: Every faculty shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the Institute as well as a code of professional ethics as may be formulated by the AICTE/University.
- (iv) Resignation/Termination of engagement: The candidate may, at any time, terminate his/her contract by giving a one-month notice in writing or on payment of one-month remuneration in lieu thereof. In a situation at any point of time candidate's performance is found unsatisfactory or his/her engagement felt no longer required, his/her engagement be terminated by giving a one-month notice in writing or on payment of one-month remuneration.
- (v) In case of any dispute, the place of Gwalior will be the jurisdiction.

10. OTHER INSTRUCTIONS

- a) The selected candidates shall have to submit the Undertaking (Annexure-2) and Affidavit (Annexure 3) as per the prescribed format each on Rs. 100/- stamp paper, along with relieving letter (if already employee of any organization).
- b) The selected candidates shall be target based staff of Institute engaged on purely temporary basis for a maximum period of three years subject to his/her satisfactory performance. Therefore, the candidate shall not have, in any case, claim for his/her continuation of his engagement after maximum period of three year period.
- c) Candidate selected shall not have any claim for regular service.
- d) The continuation of candidates' service for another year during the maximum period of three year period, shall depend on his/her annual performance appraisal by head of the institution.
- e) Appointed candidates will be governed by institute's prevalent rules.
- f) The application submitted without required certificates will be rejected and no communication will be entertained to that effect.
- g) The candidates shall ensure the readiness of following documents before appearing for interview:
 - (i) Age proof (school leaving certificate/Birth Certificate/High School certificate)
 - (ii) Educational qualifications certificates (UG/PG/PhD)
 - (iii) GATE Certificate
 - (iv) Photograph (passport size)
 - (v) Experience certificates (if any)
 - (vi) Research papers/Books published/Copyright/Patent etc., if any
 - (vii) Aadhar card
 - (viii) PAN card.
 - (ix) NOC from present employer (if any)
- h) The Institute will have the right to restrict the number of candidates for interview in proportion to number of seats.
- i) No TA/DA will be admissible to the candidates for appearing in the interview.
- j) If any information submitted by the candidate in application form is found inconsistent or inaccurate, appropriate action shall be initiated against the candidate.
- k) Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
- l) No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
- m) Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph/required fee may be rejected.
- n) All qualifications, experience will be considered as on the last date of the submission of application form.

Important Note:- Candidates are advised to visit the institute website regularly for further information/update.

(DIRECTOR)



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR-05

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Application for Engagement of Assistant Professor DATA SHEET- SUMMARY

PART (A)

Advertisement No. Advt./F./Estt./2018

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

Position Applied For:..... Department

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	Subject/Branch	Board/University/Institute.	Year	% or CGPA
B.Arch				
M.Arch				
Other				
Ph.D Broad Area				
GATE (if qualified)	Percentile/AIR			

Details of Research Publications

Journal (Accepted)		Seminar/Conference (Accepted)	
National	International	National	International
No. of Books Written		No. of Books Written	

Seminar Conference

Seminar/Conference/Organized		Seminar/Conferences Attended	
National	International	National	International

Teaching/Research work experience, if applicable

Teaching		Industrial		Research		Other		Total Experience	
Year	Month	Year	Month	Year	Month	Year	Month	Year	Month

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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MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR-05

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

Advertisement No. : Advt./F./Estt./2018

**Application for Engagement of Assistant Professor
(PART-B)**

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

Affix

Self-attested
Photograph

Position Applied for : Department :

Category : GEN/SC/ST/OBC.....

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 :(DD/MM/YYYY) Age on 01/08/2017 : Year Month..... Days

5. Gender :

6. (A) Postal Address :

.....

City : State : Pin code :

Landline No. with STD Code : +91 _____ Mobile No.....

(B) Permanent Address :

.....

City : Pin code :

Landline No. No. with STD Code : +91 _____ Mobile No.....

7. Email :

8. Nationality : Name of the state which you belong (Domicile) :

10. Marital Status :

11. Are you physically handicapped? If yes, Give Details.....

12. (a) Educational Qualifications:

Degree/Diploma	Year	Board/University/ Institute.	Main Subjects	Division/ Grade	Encl.No.
10+2/ Higher Secondary					
B.Arch. Branch..... Other.....					
M.Arch. Branch..... Other.....					
Ph.D Broad Area		University/Institute : Title			

(b) Other Examinations Passed

S.No.	Exam	Year	Subject	Percentile/ Grade/Marks	Encl.No.
1	GATE				
2					
3					

(Please attach abstract of your PG and Ph.D thesis and indicate break in studies, if any, with reasons thereof)

13. Teaching/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.

14. a) Research Experience :-
(Enclose separate sheet of A4 size paper, if required)
- b) Administrative Experience :-
(Enclose separate sheet of A4 size paper, if required)
15. Professional Achievements :-
(Enclose separate sheet of A4 size paper, if required)
16. Provide the following details:
(Enclose separate sheet of A4 size paper, if required)
- a) Research Publications (Journal/Seminar) :-
- b) Projects Completed/Developed :-
- c) Thesis supervised :-
- d) Consulting Assignments Undertaken :-
- e) Summer/Winter School/Training Program Attended or Organized :-
- f) Books written/reviewed :-
17. Achievements of last five years :-
(Enclose separate sheet of A4 size paper, if required)
18. Award/Honors/Scholarship :-
(Enclose separate sheet of A4 size paper, if required)
19. Give details if you have been at any time
- a) Pronounced unfit for Government Service :-
- b) Dismissed/Removed or debarred from Government service :-
- c) Convicted in a criminal Court :-

20. Any other information (applicant may mention special qualification or experience benefitting them for recruitment

of the service, which has not given above and also how you satisfy the recruitment of advertisement
(Enclose separate sheet of A4 size paper, if required)

21. Membership of Professional bodies/Institutions :-
22. How soon would you be available to take up new appointment? :-
23. Would you like to treat your personal information in this application with enclosures as confidential for RTI Act 2005 provision (Write yes or no).....
24. A short write up (about 200 words) on why I consider myself suitable for the position applied for
(Give details on separate sheet of A4 size paper)
25. Name, Designation and address of academic references (three):

S.No.	Name & Designation	Address

DECLARATION

I, hereby, declare that all the information given above and the supporting documents are true and correct 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.

ENDORSEMENT

(The application be sent through proper Channel)

The applicant Dr./Mr./Ms.....

S/O/D/O/W/O.....is employed as..... in

the department in (Temporary/Permanent/Regular)

position since.....and is drawing a Basic pay of Rs. per month in the

scale of Rs. The Institute does not have any objection, if the candidate offer services under engagement of Assistant Professor at Madhav Institute of Technology & Science, Gwalior.

Place:.....

Date:.....

Signature of Forwarding Officer

with Designation and Stamp