

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE,  
GWALIOR-474005 (M.P.)**

(A Grant in Aid Engineering College Established in 1957)  
(Run by "The Scindia Engineering College Society", Gwalior)  
E-mail : rameshagrawalexmla@gmail.com  
Website : [www.mitsgwalior.in](http://www.mitsgwalior.in)

**SELECTION OF DIRECTOR**

Applications are invited for the post of Director on 3 years contract basis with the possibility of renewal on mutual agreement. Maximum age should not exceed 60 years. The Institute seeks to appoint a leader of proven ability in academics, Institutional administration and Management as a Director to usher the Institute on a new road map of excellence. (All norms will be as per AICTE)

Pay Scale : Pay Band IV: 37400-67000 with AGP Rs. 10000/- Special Allowance Rs. 3000/-pm plus DA and other allowances as applicable. Outstanding candidate may be granted higher start+perks qualifications, experience and other conditions shall be as per AICTE/M.P. Govt. norms.

Application form and other related details may be downloaded from the Institute Website: [www.mitsgwalior.in](http://www.mitsgwalior.in) Completed Application form along with documents and a D.D. of Rs. 2000/- as processing fee in favour of Director, M.I.T.S. and payable at Gwalior should be submitted upto 4:00 P.M. on 31.01.2017.

Those applicants who had applied earlier for this post are also eligible to apply again.

(Er. Ramesh Agrawal)  
Secretary  
"The Scindia Engineering College Society", Gwalior

## DETAILS OF TERMS AND CONDITIONS, QUALIFICATIONS AND EXPERIENCE

### **Minimum Qualification and Experience as per A.I.C.T.E. norms.**

(A) For Director (**Pay band 37400-67000 and AGP 10000 with Special Allowance Rs.3000/- p.m.**) **Qualification:** BE /B.Tech and ME/M.Tech in relevant branch with first class or equivalent either in BE/B.Tech or ME/M.Tech. and Ph.D. or equivalent, (and as per guidelines given by AICTE) in appropriate discipline. In addition, the candidate should be eminent person in the field. Priority will be given to the candidate having Post Ph.D. publications and guiding Ph.D. students.

(B) **Experience :** Minimum 10 years experience in Teaching/Research/Industry out of which at least 3 years shall be at the level of Professor. OR Minimum 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/ research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in Industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising! designing, developing, planning, executing, analyzing, quality control, innovating, training technical books / Research paper publications /IPR / Patents, etc. as deemed fit by the expert members of the selection committee. Flair for Management and leadership is essential as deemed fit by the expert members of the selection committee.

### **(C) Job/Responsibility of Director:**

The position of Director is challenges-driven who has to not only provide academic leadership but also steer the administration under overall guidance of a highly distinguished Board of Governors that is committed to maintain MITS as an academic centre of Excellence at International level.

### **(D) Hence Director will:**

\* serve as the principal academic and administrative leader of the Institute and will work to achieve its mission and strategic plan initiatives.

\* have the complete end-to-end responsibility for planning, budgeting, scheduling, staffing, curriculum, instruction, and other academic and campus matters.

\*. establish rapport and liaison with AICTE, UGC, Deptt of Technical Education, affiliated University, HRD of GOI, RGPV etc.

\* be responsible for encouraging and supporting research, knowledge exchange, and innovations.

\* Be responsible for successful implementation of TEQIP-II world bank project and its requirements.

### **Instructions to the candidates:**

1. Age should not exceed 60 years on last date of submission of application i.e. 31.01.2017.
2. Appointment will be on contract basis initially for a period of 3 years with a possibility of renewal by mutual agreement.
3. Documents enclosed with the application form may securely be tagged to avoid loss in handling and photograph must be properly affixed
4. Candidates in employment must send their applications completed in all respect through proper channel by Speed post/Registered post/Authorized courier. Institute will not be responsible for any postal delay/loss in transit of application. Application received after due date and not through proper channel will be rejected.
5. Mere fulfillment of minimum qualification and experience requirement for the post does not entitle the candidate to be called for interview/selection. A short listing criterion may be set higher than the minimum.
6. Any misleading or wrong Information supplied may lead to summarily rejection of application/appointment, if found subsequently.
7. Canvassing in any form by or on behalf of a candidate will be disqualification.
8. Application on plain paper or received after the last date or with incomplete information/supporting documents will not be considered.
9. No interim quarries regarding interview/selection will be entertained.
10. Additional sheet may be attached in the same format wherever the space allocated is felt to be insufficient.
11. Interview calls to candidates will be issued through their Email ID.

12. Candidates called for Interview will have to produce all the documents in original with one set of self attested copies otherwise he/she may not be permitted to attend the interview.

13. Candidates should be prepared to come for interview at his/her own cost.

**14. All certificates/degree should be AICTE approved from recognized universities/Institutions, Degree obtained in open/distance education mode should be approved by Joint committee of UGC-AICTE-DEC.**

15. Experience of temporary/Adhoc/Contract basis services can be counted provided period of services was more than one year without any break and incumbent was appointed on the recommendation of duly constituted selection committee, Period basis teaching experience will not be counted.

16. Exceptionally qualified and experienced candidate may be granted higher scales + perks on the recommendation of selection committee.

17. Decision of the BOG/Managing Committee on the recommendation of selection committee shall be final and binding, no appeal or correspondence shall be entertained in this regard.

18. In case AICTE/UGC revises qualifications, experience, etc. in due course, same will be applicable.

19. Processing fee will not be refunded In any circumstances.

20. The selected candidate shall make his/her own arrangements for getting his/her relieve from the parent Institution/organization.

21. Selected candidate shall join duty within the time prescribed in his/her appointment letter. No extension in time of joining will be allowed under any circumstance, Failure to join duty within stipulated date will result as cancellation of the selection automatically.

22. Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications, experience, and other requirements prescribed for the post. It is for the candidate themselves to ensure that they satisfy the prescribed requirements.

23. Candidates should continuously surf the Institute website for any update/modifications, corrigendum, etc. No communication will be entertained with any candidate.

24. The SECS authority reserves right to cancel the recruitment procedure to any or all posts without any prior and without assigning any reason thereof.

25. Candidate may be asked to make a brief power point presentation at the time of interview.

26. Application incomplete in any respect and not accompanied by relevant. Certificate/document/photograph/DD will be summarily rejected.

27 All qualifications, experience will be considered as on the last date of submission of application form.

28. Deserving candidates, if selected, can be considered on deputation. Candidate may give this option in his/her application.

29. He will be entitled for car facility and free accommodation in campus.

**How to apply:**

Application form may be downloaded from MITS Gwalior website: [www.mitsgwalior.in](http://www.mitsgwalior.in). The duly filled application form addressed to The Secretary, The Scindia Engineering College Society, Gwalior with processing fee Rs. 2000/- in the form of DD in favour of Director, Madhav Institute of Technology and Science, payable at Gwalior along with attested copies of all relevant documents must reach to The Secretary, The Scindia Engineering College Society, c/o Madhav Institute of Technology and Science, Gola Ka Mandir, Gwalior (M.P.) 474005, latest by 31.01.2017. All applications should be sent by Speed post/Registered Post/ Authorized courier in sealed envelope superscribed clearly with "Application for the Post of Director". A soft copy of completed application form, should also be sent to email: [rameshagrawalexmla@gmail.com](mailto:rameshagrawalexmla@gmail.com)

**Er. Ramesh Agrawal**  
Secretary,  
"The Scindia Engineering College Society, Gwalior."



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE

(An Autonomous Institute under R.G.P.V., Bhopal)

Gwalior (M.P.) – 474005

Website : [www.mitsgwalior.in](http://www.mitsgwalior.in)

Phone : (0751) 2409300, 2409200, Fax : (0751) 2664684

Self  
attested  
Recent  
Photo

## Application Form

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

1.	Post applied for						
2.	Name of Applicant in Block Letters						
	Name of the Father / Husband						
	Marital Status						
	Gender						
3.	Address :						
	Address for Communication						
		Pin Code :					
	Phone No. (with STD Code)						
	Fax No. (with STD Code)						
	E-mail ID						
	Mobile No.						
	Permanent Address with Phone No.						
		Pin Code :					
4.	(a) Date of Birth	Date	Month	Year			
	(b) Age as on 30.01.2016						
	(c) Place of Birth, District and State						
5.	Nationality						

**6. Details of Educational Qualifications :**

No.	Degree	Degree/ Specialization /Subjects	%age marks/ CGPA/ Class	Year of Passing	Institution Studied	University / Board	(FT/PT)/ Distance Education	Proof furnished (Encl No.)
1.	High School							
2.	10+2/Higher Secondary							
3.	UG (B.E./B.Tech.)							
4.	PG (M.E./M.Tech.)							
5.	Ph.D.							
6.	Other (Specify, if any)							

**7. Details of Experience (Evidence to be enclosed) :**

	Name and Address of the Institution / Organization	Post Held / Nature of Post	Scale of Pay / Salary Drawn	Period of Service		Duration			Proof (Encl. No.)
				From	To	YY	MM	DD	
Present Employment									
Employment Before the present employment if any									

8.	Post Ph.D. experience :	(Total Experience _____ years)
9.	Research Experience (Excluding Ph.D./M.Tech duration) :	
10.	Thesis details :	
10.1	Title of thesis at Doctorate level	
	Date	
	Date of award	
10.2	Whether the Ph.D. awarded through a process of admission, registration, course work and external evaluation as have been laid down by UGC regulations, 2009 (Yes/No)	
	If yes attach appropriate supporting documents	Encl : No.

10.3	Title of thesis at Master's Degree level	
	Date of Admission	
	Date of completion	
	FT/PT/Distance Education	<input type="checkbox"/>
11.	Publications (Attach separate sheet wherever necessary)	
11.1	a) No. of publications in referred National & international Journals (Excluding Post Ph.D.)	National <input type="checkbox"/> International <input type="checkbox"/>
	b) No. of Publications in conferences National (excluding Post Ph.D.)	National <input type="checkbox"/> International <input type="checkbox"/>
	c) No. of Post Ph.D. Publications	Journals : National <input type="checkbox"/> International <input type="checkbox"/>
		Conferences : National <input type="checkbox"/> International <input type="checkbox"/>
11.1.1	Details of publication as per the given order (to be given in separate sheet) Authors, "Title", Year, name of the Journal/Conference, vol. No., Page No., mention cumulative impact index of Journal, or any other bench mark of the journal such as SCI.	
11.2	No. of Books Published	Text Books : <input type="checkbox"/> Others : <input type="checkbox"/>
11.2.1	Detail of books as per the given order (to be given in a separate sheet) Authors, "Title", Year, Name of the Publisher.	
11.3	No. of patent filed/granted	National <input type="checkbox"/> International <input type="checkbox"/>
11.3.1	Details of patents filed/granted with year of approval and granting authority.	

12. Other Activities :

- No. of expert lectures delivered (furnish details on separate sheet)
- No. of Summer/Winter school/Training programs organized/attended (furnish details on separate sheet)
- No. of Seminar/Conference/Workshop organized/attended (furnish details on separate sheet)
- Administrative & communicative services (e.g. Dean/Vice-Principal/Principal/Hostel Warden/HOD/PIC/Chairman BoS or Examination Committee/Self Development programme for community services)

S. No.	From	To	Position held	Responsibilities

- Sponsored Projects undertaken (Give details on separate sheet)
- Consultancy/Testing works undertaken (Give details on separate sheet)



13. Detail of Supervision/Research Guidance :

a.No. of students supervised/guided/guiding (ME/M.Tech./M.Phil.)

M.E./M.Tech./M.Sc./M.Phil.			
Guided	Co-Guided	Guiding	Co-Guiding

b. No. of students supervised/guided/guiding (Ph.D.)

Ph.D.			
Guided	Co-Guided	Guiding	Co-Guiding

14.	Membership in Professional Societies :	
14.1	Total No. of Membership in Professional Societies	
14.2	Details of Membership in Professional Societies and Country of Incorporation :	1.
		2.
		3.
		4.

14.3 Mention Membership of Committee :

- (a) Approval Committee of AICTE/UGC/University/Other
- (b) Accreditation Committee of NBA/NAAC/Other
- (c) Vigilance Committee of AICTE/UGC/University/Other
- (d) Selection Committee as Member/Chairman
- (e) Any other high level committee (mention details) (Separate sheet may be enclosed)

15. Prizes, Medals & other honors received, if any (Attach separate sheet)

16. Languages known :

Language	Speak	Read & Write	Speak, Read & Write

17. Have you got any Research Scheme sponsored by Local or National (UGC, CSIR, ICAR, DST, AICTE, etc.) or International (UN, UNESCO, WHO, FAO) agency? Give details (grant number and other particulars)

18. Name and Address of two persons (not related by blood or marriage) to whom confidential reference could be made :

*Note : They should be in a position to report the suitability of the position you are seeking now.*

1.	2.
e-mail :	e-mail :
Mobile No. :	Mobile No. :

19. Name and Address of two persons (who are not related) from whom you have enclosed your testimonials)

1.	2.
e-mail :	e-mail :
Mobile No. :	Mobile No. :

20. (a) If married, give details of employment of your spouse.

(b) Is your spouse employed in this institute? If yes, give details.

(c) Is your spouse also applying for any of the post in the Institute? If yes, give details.

21. In case advertisement provides higher salary + perks for outstanding candidate, state acceptable salary and perks.

22. Have you been a candidate for any post advertised by the Institute? If yes, give details.

23. Give details, if any, of (1) Proficiency in games, sports and athletics and (2) Part taken in other extra curricular or social activities.

1.	a.	Details of proficiency in games and athletics particulars of Prizes, Medals, Trophies be mentioned.	
	b.	Details as to period and rank, if any should be given if the candidate has been member of : (i) The University Training corps of National Cadet Corps of (ii) The Home Guard Civil Defense Force	
2.		Details of part taken in other extra curricular activities such as being prefect monitor, office held in connection with debating and other literary or scientific societies of school, College or University. Proof furnished (Enclosure No.) 1. At School 2. At college or University 3. Afterwards.	

24. Additional Remarks : Applicants may mention here, any special qualification or experience befitting for recruitment to the service, which has not been given under the above heads. If the space below is insufficient for the purpose, necessary particulars may be given on a separate sheet or paper, which should be attached with the application.

25. Give details, if you have been at any time (a) pronounced unfit for Government Service (b) Dismissed, removed or debarred from Government service or (c) Convicted in a Criminal court.

26. State clearly how you deserve for the post of Director in respect of qualification, experience and other requirements of this advertisement (Max. 250 words, use separate sheet).

27. D.D. Particulars :

Name of the Bank & Branch	Demand Draft No.	Date	Amount (Rs.)

28. List of Enclosures :
1. ....
  2. ....
  3. ....

29. Declaration by the candidate :

I hereby declare that all the information given in this application is true to the best of my knowledge and belief. I understand, if any of the information furnished by me above is false, the Institute will summarily reject / terminate my candidature / services at any point of time.

Date :

Place

Signature

30. No Objection Certificate of Employer :

Forwarded the application of Shri/Smt/Ms/Dr. .... working  
as a ..... in the Department .....  
In (Temp/Permanent/Regular) position since ..... and is drawing salary Rs.  
..... in the scale of Rs. .... Institute / organization has  
no objection if he/she join M.I.T.S., Gwalior (M.P.).

Date :  
Place :

Signature of Head of Institution/Organization  
Official Seal

**N.B.** : Every application must be accompanied by self Attested Photocopies of documents in support of claims made by the candidate in respect of his date of birth, academic qualifications, practical training, experience and caste etc. A list of copies of certificates etc., attached to this application must be given.