

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

Estd. 1957- A Grant-in aid autonomous Institute under RGPV,Bhopal, M.P.)

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

Ref No.Advt./Non Teaching/Estt./2017/01

Date: 28.02.2017

**RECRUITMENT**

Applications are invited for Non teaching positions in the prescribed proforma from the eligible candidates. The last date for receipt of completed application form along with fee & testimonials in the **Institute is 31.03.2017 upto 4.30 P.M.** Please visit the Institute website [www.mitsgwalior.in](http://www.mitsgwalior.in) for detailed information and application form.

**Director**



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Ref. No. Advt. /Non Teaching/Estt./2017/01

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## RECRUITMENT

The Institute invites applications 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.	<b>Registrar</b> 15600-39100+5400 AGP <b>Open: 01</b>	Graduate Degree of a recognized University with atleast 15 years experience.	<ul style="list-style-type: none"><li>• Experience of working in a University or an educational Institute of repute on a senior position dealing with administration etc.</li><li>• Experience in Technical Campus with Degree in Law is highly desirable.</li><li>• Proficiency in Computer operation.</li></ul>
2.	<b>Finance Officer cum Account Officer*</b> 15600-39100+5400 AGP <b>Open: 01</b>	Graduate Degree in Commerce from a recognized University with atleast 10 years experience.	<ul style="list-style-type: none"><li>• MBA (Finance)/CA/ICWA is desirable</li><li>• Experience of working in a University or an educational Institute of repute on a senior post dealing with Institutional Accounts etc.</li><li>• Proficiency in Computer operation.</li></ul>
3	<b>Accountant</b> 5200-20200+2800 AGP <b>Open: 01</b> (Under Self Finance)	Graduate Degree in Commerce from a recognized University with atleast 07 years experience.	<ul style="list-style-type: none"><li>• Knowledge of maintaining accounts on computer system.</li><li>• Proficiency in Computer operation.</li></ul>
4	<b>Assistant Registrar</b> 9300-34800+4200 AGP <b>Open :01</b> (Under Self Finance)	Graduate Degree from a recognized University with atleast 10 years experience.	<ul style="list-style-type: none"><li>• Experience of working in a University or an educational Institute of repute.</li><li>• Proficiency in Computer operation.</li></ul>

5	<b>Manager,(Hostels)</b> 15600-39100+5400 AGP <b>Open: 01</b> (Under Self Finance)	Graduate Degree of a recognized University with atleast 10 years experience.	<ul style="list-style-type: none"> <li>• Experience of working in a University or an educational Institute of repute.</li> <li>• Proficiency in Computer operation.</li> </ul>
6	<b>Matron **</b> 5200-20200+1900 AGP <b>Open: 01</b> (Under Self Finance)	Graduate Degree of a recognized University with atleast 02 years experience.	<ul style="list-style-type: none"> <li>• Experience of working in a University or an educational Institute of repute dealing with Girls Hostel work etc.</li> <li>• Proficiency in Computer operation.</li> </ul>

\* Candidates who have applied against advertisement no. Advt./Non Teaching/ Estt./2016/01 need not to apply again, however they can submit revised Bio-data / Curriculum Vitae

\*\* Only female candidates can apply

Post of Manager (Hostels) & Matron @ serial no. 05 & 06 will be appointed on contract for a period of three years.

### **HOW TO APPLY:**

Interested candidates are required to download the application form from the institute website [www.mitsgwalior.in](http://www.mitsgwalior.in). Duly filled application form alongwith the necessary enclosures and a Demand Draft (Non Refundable) of Rs. 1000/- (Rs. 800/- for SC/ST of only M.P. Domicile) drawn in favour of “Director, MITS, Gwalior” should be submitted to this office on or before 31/03/2017. The envelope containing application form must be super scribed “**Application for the post of .....**”

Application completed in all respect alongwith 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 **31/03/2017 upto 4.30 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/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> 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 performa 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](http://www.mitsgwalior.in)) regularly for further information/update.*

**(DIRECTOR)**



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

DATA SHEET- SUMMARY

**PART (A)**

Advertisement No. Advt./Non Teaching/Estt./2017/01

(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: ..... Year .....Months)

**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

( )



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

Advertisement No. Advt./Non Teaching/Estt./2017/01

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.

