



DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY

(Deemed to be University U/S 3 of UGC Act 1956)

Girinagar, Pune-411 025



ADVT. No.08-NTS-2022

Date: 13th Sep 2022

APPLICATIONS ARE INVITED FROM INDIAN NATIONALS FOR THE FOLLOWING NON TEACHING POSITIONS

1. **The Defence Institute of Advanced Technology (DIAT)**, a Deemed to be University u/s 3 of UGC Act, 1956 is a premier educational institution significantly contributing in the sphere of Human Resource Development for the Defence Forces by way of imparting education, research and training on Defence Technologies to the officers of Armed Forces, Scientists of the DRDO, Technical officers of the Ordnance Factory Board, Directorate of Quality Assurance, Defence Public Sector Undertakings, friendly foreign countries in addition to regular civilian students. The Institute is also active in carrying out result oriented research as required for defence and national security.
2. The Institute is located in a picturesque environment on the banks of Khadakwasla Lake surrounded by Sahyadri hills. The nearest Airport (30 kms) is at Lohegaon, Pune. The DIAT Campus is well served by the Pune Municipal Transport buses, auto rickshaws and taxis.
3. DIAT (DU) invites applications from the eligible candidates for the following Non-Teaching posts to be filled by direct recruitment. The details are as under:-

S No	Post	Qualification
(a)	LABORATORY OFFICER Pay Level-7 of 7th CPC Pay Matrix No. of Posts : 01 Age Limit : 35 years #Reservation Position/Status: 01-UR Period of Probation : 02 years	<u>Essential Qualifications :</u> Bachelor degree in Computer Science with at least first class or its equivalent grade OR Three years full time diploma in Computer Engineering with at least first class or its equivalent grade duly recognized by board of technical examination; and Minimum of 4 years experience in the data centre at the Pay level 6 or its equivalent. <u>Preferential Qualifications:</u> Post graduate degree in Computer Science/Bachelors Degree in Engineering or Technology in Computer Science.
(b)	SUPERINTENDENT Pay Level-7 of 7th CPC Pay Matrix No. of Posts : 01 Age Limit : 35 years #Reservation Position/Status: 01-UR Period of Probation : 02 years	<u>Essential Qualification:</u> Bachelor degree with at least second division or its equivalent grade 4 Years experience of administration/Accounts/Secretarial work. Preferably, in a Junior Supervisory post in Government Department/ University/Education or Research Institution. <u>Preferential Qualification:</u> Postgraduate degree in Social Science or Commerce / M.Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems / MCM, MCS, MCA / MPM or equivalent (Awarded by University recognized by UGC or AICTE) or SAS.

S No	Post	Qualification
(c)	EXECUTIVE ASSISTANT Pay Level-6 of 7th CPC Pay Matrix No. of Posts : 01 Age Limit : 30 years Reservation Position/Status: 01-UR Period of Probation : 02 years	Essential Qualification: Bachelor degree with at least second division or its equivalent grade, Accurate speed of 8000 key depressions per hour (approx. 30 wpm) for Data Entry in the computer, Minimum of 3 years experience administration/Accounts/Secretarial work at the Pay level 5 or its equivalent; and Proficiency and knowledge of computer applications & operations* Preferential Qualifications: Post graduate degree in Social Science or Commerce / M.Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems/ MCM, MCS, MCA/MPM or equivalent (Awarded by University recognize by UGC or AICTE) or SAS.
(d)	SENIOR LABORATORY ASSISTANT Pay Level-5 of 7th CPC Pay Matrix No. of Posts : 03 Age Limit : 30 years Reservation Position/Status:03-UR Period of Probation: 02 year	Essential Qualification: Bachelor's degree in Computer Science with at least second class or its equivalent grade OR Three Years full time diploma in Computer Science/Engineering/Technology/ Information Technology with at least first class or its equivalent grade duly recognized by board of technical examination; and Minimum of 2 years experience in the Website handling job/ DATA Centre/ERP setup handling in DATA Centre at the Pay level 4 or its equivalent.
(e)	SENIOR LABORATORY ASSISTANT Pay Level-5 of 7th CPC Pay Matrix No. of Posts : 01 Age Limit : 30 years Reservation Position/Status: 01-OBC Period of Probation: 02 year	Essential Qualification: Bachelor's degree in Electronics with at least second class or its equivalent grade OR Three Years full time Diploma in Electronics with at least first class or its equivalent grade duly recognized by board of technical examination; and Minimum of 2 years experience in the Field of Programable Gate Array(FPGA) based applications at Pay level 4 or its equivalent.
(f)	SENIOR LABORATORY ASSISTANT Pay Level-5 of 7th CPC Pay Matrix No. of Posts : 01 Age Limit : 30 years Reservation Position/Status:01-UR Period of Probation: 02 year	Essential Qualification: Three Years full time Diploma in Chemical Engineering with at least first class or its equivalent grade duly recognized by board of technical examination; and Minimum of 2 years experience in the concerned field at the Pay level 4 or its equivalent.
(g)	LABORATORY ASSISTANT Pay Level-4 of 7th CPC Pay Matrix No. of Posts : 01 Age Limit : 28 years Reservation Position/Status: 01-PWD Period of Probation : 02 years <i>Note: PWD categories can be of hearing Impairment or Locomotor disability</i>	Essential Qualification: Three Years full time Diploma in Chemical Engineering with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer applications and operations;*.

S No	Post	Qualification
(h)	LABORATORY ASSISTANT Pay Level-4 of 7th CPC Pay Matrix No. of Posts : 01 Age Limit : 28 years Reservation Position/Status: 01-EWS Period of Probation : 02 years	Essential Qualification: Three Years full time diploma in Mechanical Engineering with at least first class or its equivalent grade duly recognized by board of technical examination; and Proficiency and knowledge of computer applications and operations;*.
(i)	ASSISTANT Pay Level-4 of 7th CPC Pay Matrix No. of Posts : 03 Age Limit : 28 years Reservation Position/Status: 01-ESM, 01-EWS & 01-OBC Period of Probation : 02 years	Essential Qualification: # Bachelor Degree with at least second division or its equivalent grade, Accurate speed of 8000 key depressions per hour (approx. 30 wpm) for Data Entry in the computer. Proficiency and knowledge of computer applications and operations* Preferential Qualifications : Degree in Law/Post Graduation in Social Science or Commerce/P.G. Diploma in Business Management, Tax Law/Labour Laws (Awarded by University recognized by UGC)/ S P.G.D.C.A. recognized by Board of Technical Exam or equivalent. # In respect of the Ex-servicemen(ESM) vacancies, in case of non-availability of sufficient nos. of II Division Graduates, candidate with Service certificate (equivalent to Graduation) may be accepted.

- * (i) 'O' Level examination of DOEACC
 (ii) Certificate or Diploma course of Computer Operation **or** DPA console operator awarded by Vocational Education & Examination Board
 (iii) PG Diploma in Computer Application awarded by BTE
 (iv) Diploma in Computer Application / Computer Management / Information Technology / Computer Engineering awarded by any University recognized by UGC or AICTE or BTE
 (v) Diploma in Computerized Financial Accounting awarded by any University recognized by UGC or AICTE or BTE
 (vi) BCA/BCS/B. Sc.(IT) or higher qualifications in computers are exempted from above Computer Qualifications.

4. **Application Fee:** Non refundable application fee of ₹500/- (Rupees Five hundred only) for General, OBC, EWS category is applicable. Application fee is exempted for SC/ST/PWD(Divyang) & Woman candidates. Applicants are permitted to remit the application fee through NEFT, IMPS, etc. and attach transaction slip along with the application form. Account details for remittance of application fee are as under:-

Beneficiary Name : DIAT(DEEMED UNIVERSITY) IMPREST
 Beneficiary Bank Name : State Bank of India, Branch-IAT Girinagar, Pune-25
 Type of Acct & Account No : Current Account: 30166494269
 Bank IFS Code : SBIN0002155; MICR Code : 411002021

5. **How to apply:** Apply on specific application form(hard copy) downloaded from the '**Career@diat**' column of Institute's website, **www.diat.ac.in**. Complete the application, affix recent passport size colour photograph and send along with proof of educational qualifications, indicating the year of obtaining the degree, proof of experience and all supporting documents in a sealed envelope super-scribed "Application for the post of.....against 'Advt.08-NTS-2022' to the **Deputy Registrar (Admin), Defence Institute of Advanced Technology (Deemed to be University), Girinagar, Pune (Maharashtra)-411025 latest by 1700hrs on 31/10/2022.**

Note : Applications on e-mail or by hand will not be accepted. Transmission will only be by Courier or Speed post.

6. **Important Dates:-** (i) Closing date of receipt of application(Crucial Date) : **31/10/2022**
(ii) Age to be counted as on (Crucial Date) : **31/10/2022**

7. **General Conditions/ Information:** -

- (a) The applicants are requested to go through all the instructions carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional and the final selection is subject to fulfilling the eligibility conditions. Hiding of information and providing false information will lead to cancellation of the candidature at any stage of recruitment.
- (b) Candidates, who wish to apply for more than one post/cadre, need to apply separately for each post/cadre in the prescribed form along with all the supporting documents numbered serially. If candidate applies for more posts (department/cadre) in one application, his/her form will be summarily rejected.
- (c) Candidates should carefully fill up all the required details in the application form including age, Educational qualifications, Specialisations as per Para 3 above, details of valid category/PWD certificates, Experience, the details of the payment etc., as no correspondence regarding change of details will be entertained. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
- (d) **Rejection Criteria.** The rejection of applications will be based on following grounds: A) Not meeting required eligibility criteria. B) Incomplete or partially filled applications. C) Applications without fees(wherever applicable). D) Applications not received through proper mode/channel. E) Underage or overage as on crucial date of eligibility (**ie on 31/10/2022**). F) Postal Delay
- (e) **Age Relaxation.** Candidates must be within the prescribed age limit on the crucial date of eligibility. However, Age relaxation wherever required will be admissible to the candidates applying for the earmarked posts belonging to SC/ST/OBC(Non-Creamy Layer only)/PWD/EWS/ESM/other Categories as per Govt of India rules/orders on the subject. **The SC/ST/OBC/EWS Candidates who apply against unreserved vacancies will not be eligible for age relaxation.**
- (f) All candidates applying against unreserved (UR) vacancies will be treated as general candidates.
- (g) It may be noted that, candidature will remain provisional till the veracity of concerned documents are verified/re-verified by the appointing authority.
- (h) Candidates seeking reservation/relaxation benefits must support their claim with duly self attested copies of relevant certificate issued by Government/Notified competent authority, at the time of document verification or whenever required by DIAT else their claim for any relaxation/concession etc will not be considered and their application will be treated under unreserved (UR) category.
- (i) The Institute follows the reservation norms as per Govt. of India rules for SC, ST, OBC, EWS and PWDs. Central Govt. approved list of SC, ST and OBC categories is applicable at DIAT, Pune. The SC/ST/OBC-NCL/EWS are required to attach a copy of the Caste Certificate as applicable with the application in the format prescribed by the Govt. of India. OBC candidates under creamy-layer will not get the advantage of reservation under OBC category. **Women, PWD and EWS candidates** are encouraged to apply.
- (j) All qualifications obtained by the candidates should be from any recognized University/Institution.
- (k) The candidates are advised/ required to visit the Institute website **www.diat.ac.in** regularly. The list of candidates short listed for further participation in the selection process such as presentation/interview etc. will be displayed on the above website. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
- (l) Modalities of conducting written test will be published in the Institute website www.diat.ac.in

- (m) DIAT reserves the right to shortlist the candidates, conduct the written test for prescribed posts wherever it feels necessary and also, not to fill up any or all the positions advertised in case of non-availability of suitable candidates. Also, Institute reserves the right to modify / defer or cancel the advertisement / recruitment at any stage of processing, without assigning any reasons.
- (n) The candidate is responsible for correctness and authenticity of the information provided in the application. If it is found at later date that the information given in the application is incorrect/false, the candidature/ appointment/service is liable to be cancelled/terminated.
- (o) In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves right to modify/cancel the appointment and withdraw any communication made to the candidates.
- (p) In case of any dispute, decision of the Vice Chancellor, DIAT Pune, shall be final. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Pune and courts/tribunals/forums at **Pune only** shall have sole and exclusive jurisdiction to try any such cause/disputes.
- (q) **CAUTION** : A) Candidates are advised not to fall in trap of fraudulent recruitment advertisements and job offers being made by some unscrupulous elements forging DIAT name/logo. The official website of DIAT is www.diat.ac.in for any information/updates etc. B) Please note that DIAT does not request any payment at any stage of selection process except an application fee of Rs 500/- wherever applicable.
- (r) **Abbreviations:** UR=Unreserved, ESM= Ex Servicemen, PWD= Persons with Disability, EWS= Economically Weaker Section, OBC= Other Backward Class, ST=Scheduled Tribes, SC=Scheduled Caste
- (s) Any form of canvassing, directly or indirectly will result in disqualification of the candidature.
- (t) **NO INTERIM INQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.** No information will be sent to those candidates who are not short listed for written test. Candidates are advised to check DIAT Website www.diat.ac.in for related information from time to time.
