Bundelkhand Institute of Engineering & Technology, Jhansi

Applications are invited for the following non-Teaching posts :

(Adv. No.: BIET-02/2023)	Workshop Superintendent-01, System Manager-01, Dy. Registrar-01, Computer Programmer-01, Librarian-01 and Assistant Registrar-01)
(Adv. No.: BIET-03/2023)	(Registrar-01 (The selection for this post will be subjected to the decision of writ petition no. 52176/2011 pending with the Hon'ble High Court, Allahabad.)

For qualification and other details visit institute website http://www.bietjhs.ac.in. Duly filled application form must reach to Director, BIET Jhansi, Pin: 284128 by speed post on or before **18.09.2023 (4.30 pm).**

Director

Bundelkhand Institute of Engineering & Technology, JHANSI – UP-284128 (INDIA)

Applications are invited from eligible candidates for appointment to the posts of non-teaching staff. The candidates are required to apply in prescribed format and send the same by speed/registerd post with requisite certificates in support of qualification and experience. The application form and details regarding qualification/eligibility criteria are appended below. The application complete in all respect shall reach to the Director of the institute latest by 18.09.2023 (4:30 PM). Incomplete and late applications shall be consider as rejected. Details of posts in various disciplines are as follows:

Advertisement No.: BIET-02 /2023

NON TEACHING POSTS		
Name of Post	**Pay Scale (as per seventh pay)**	**No of Posts**
Workshop Superintendent	Matrix Level – 11 (15600-39100, GP- 6600)	01 (UR)
System Manager	Matrix Level – 11 (15600-39100, GP- 6600)	01 (UR)
Dy. Registrar	Matrix Level – 10 (15600-39100, GP- 5400)	01 (UR)
Librarian	Matrix Level – 10 (15600-39100, GP- 5400)	01 (UR)
Computer Programmer	Matrix Level – 10 (15600-39100, GP- 5400)	01 (UR)
Assistant Registrar	Matrix Level – 7 (9300-34800, GP- 4600)	01 (UR)
The full form of abbreviations used in the above is UR- Unreserved.		

Advertisement No.: BIET-03 /2023

NON TEACHING POSTS		
Name of Post	**Pay Scale (as per seventh pay)**	**No of Posts**
Registrar (The selection for this post will be subjected to the decision of writ petition no.52176/2011 pending with the Hon'ble High Court, Allahabad.)	Matrix Level – 11 (15600-39100, GP- 6600)	01 (UR)

Salary and allowances: Salary and allowances will be as per State Government's Rules.

GENERAL INSTRUCTIONS

1. Applications only on prescribed format shall be accepted, which is available on institute website. (http://www.bietjhs.ac.in). Direct download link for application form is given below Application Form for Non-Teaching Positions (Word format)

2. In case a candidate wishes to apply for more than one position, separate applications are to be submitted for each position. Candidate must write Department and Post Applied For on top of the envelope.

3. The application form must be supported by self-attested copies of all certificates/ testimonials. If any mark sheet or relevant documents is not attached then the application shall be rejected.

4. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/ recruitment.

5. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.

6. Candidates called for interview shall not be entitled for any TA/DA. Interview Call will be sent by email only and no physical call letter will be sent to the candidates. If email is not correct then Institute will not be responsible for non-receipt of the call letter for interview.

7. Candidates of technical posts may have to perform on the relevant labs and equipment.

8. Computer Proficiency is mandatory for all the posts.

9. Candidates must bring all relevant original certificates/testimonials at the time of interview.

10. Reservation applicable as par U.P. Govt. rules.

11. Number and nature of posts shown above may change and vary at the time of selection/recruitment. Further the institute reserves the right not to fill any post (s).

12. All Degree Certificates should be from recognized Universities/Institutes. Further, conversion 2 criteria of CGPA to percentage (%) will be as per AICTE.

13. Candidates are advised to browse the Institute Website: (http://www.bietjhs.ac.in). regularly for updates.

14. All candidates applying for UR category need to submit full processing fee.

15. The decision of the competent authority will be final in the matter of selection.

16. Written test may be conducted if required. There will be weight age of marks for their qualifications for preparing final merit.

17. Duly filled applications will be received through speed/registerd post only.

18. Applications shall be supported by non-refundable processing fee of Rs. 500 for SC/ST and 1000/- for others through DD or using online mode (**Central Bank Of India A/C No. 1643008740, IFSC: CBIN0283295**) in the name of Director Bundelkhand Institute of Engineering and Technology Kanpur Road, Jhansi-284128 (U.P.) and Complete application shall be sent to Director, Bundelkhand Institute of Engineering and Technology Kanpur Road, Jhansi-284128 (U.P.)

(Director)

DETAILS OF TERMS AND CONDITIONS, QUALIFICATIONS AND EXPERIENCE

Non Teaching Staff: Eligibility

(A) Details of vacant Posts:-

1. **Registrar**- 01 post (UR) Matrix Level – 11 (15600-39100, GP- 6600)
Essential Qualification & Experience:

First class or High Second class Bachelor's Degree with seven year experience in a responsible administrative capacity in an University or a Technical Institute or in any Govt. Deptt. at the post of Dy. Registrar OR equivalent. Good knowledge of Hindi & English is required.
Desirable:
   a) Degree in Law/M.B.A. and knowledge of Computer Application.
   b) Experience in establishment and general administration & accounts in a responsible position in a reputed Technical Institution /Govt. Organization.

2. **Workshop Superintendent**- 01 post (UR) Matrix Level – 11 (15600-39100, GP- 6600)
Essential Qualification & Experience:
First Class Master's Degree in Mechanical/Production/Industrial Engineering with 5 years experience in reputed workshop.
OR
Bachelor's Degree in Mechanical or Industrial or Production Engg. with 7 years experience in any reputed industry or workshop as Asstt. Engineer or equivalent.

3. **System Manager** - 01 post (UR) Matrix Level – 11 (15600-39100, GP- 6600)
Essential Qualification & Experience:
a) Ph.D. with First Class Bachelor's or Master's Degree in Engineering/Technology.
b) 10 Years distinguished experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor or equivalent.
c) Undergone a training course/Diploma in the management of Computer Centre or having a work experience of at least two years in the Management of a Computer Centre and having experience for planning and execution of an effective and optimum utilization of the computer hardware & software as well as their maintenance.

4. **Dy. Registrar** - 01 post (UR) Matrix Level – 10 (15600-39100, GP- 5400)
Essential Qualification & Experience:
Graduate with 5 years relevant experience at appropriate level.
Desirable: Degree in Law or M.B.A. from a recognized Institute/University.

5. **Librarian** - 01 post (UR) Matrix Level – 10 (15600-39100, GP- 5400)
Essential Qualification & Experience:
First or High Second Class M.Lib. Degree with 5 years experience as Dy. Librarian or equivalent in any University or Engineering Institution.
Desirable: - Knowledge of Computer & Internet.

6. **Computer Programmer** - 01 post (UR) Matrix Level – 10 (15600-39100, GP- 5400)
Essential Qualification & Experience:
BE/B.Tech in Computer Science & Engineering.
OR
M.C.A./M.Sc. in Computer Science with 1 year experience.
OR
Post Graduate Diploma in Computer Science with 7 years experience in operating system & writing computer programmes.

7. **Assistant Registrar** - 01 post (UR) Matrix Level – 7 (9300-34800, GP- 4600)
Essential Qualification & Experience:
First or High Second Class bachelor's Degree with 5 years administrative experience of office working in supervisory grade with knowledge of UP Govt/University/Engineering College or equivalent rules.
Desirable: Degree of Law/MBA and knowledge of Computer applications or experience in accounts in a responsible position.

(Director)

BUNDELKHAND INSTITUTE OF ENGINEERING & TECHNOLOGY
JHANSI – UP 284128 (INDIA)

ADVERTISEMENT NO. BIET………………..   dated.....................

APPLICATION FORM FOR NON-TEACHING POSTS

Passport size attested photograph.

Post applied for …………………………………………………………………………….

Bank Draft No. ………………..….   **Date.** ………………..…. **Rs**………………..…….

For office use	
No……………………………	Date…………………………………

1. Name (in Block letter)……………………………………………………………..……
2. Date of Birth …………………………………………………………………………………
3. Father's/Husband's name ……………………………………………………….…
4. Address for correspondence ……………………….…………………………………..
   …………………………………………………………..Pin code ……………..…..
5. Nationality ………………………….
6. Marital Status ……………….………
7. Permanent Address ………………………………………………………………….....
   …………………………………………….…………Pin Code .…………..…….
8. Phone/Mobile No…………………..……………………………………………..……..
9. E-mail Address………………………………………………………….…………
10. In case of differently abled (visual/hearing/locomotive/any other), Please attach certificate from CMO……………………………………………………………………
11. Educational Qualification High School or equivalent onwards. Attested copies of certificate, degree and marks-sheet must be attached.

Sr. No	Examination	School/College/ University	Year of passing	Subject(S)	Division and marks (%)	Distinction/Gold Medal/Rank if any
1.	High School					
2.	Intermediate					
3.	B.A./B.Sc/B.Com/ B.Tech.(tick)					
4.	M.A./M.Sc/M.Com/ MCA/M.Tech./MBA					
5.	Ph.D.					
6.	Others.					

12. Details of posts held till date (may attach a separate sheet)

Sr. No	Name of post (1)	Date of joining (2)	Date of leaving (3)	Pay scale (4)	Basic pay (5)	Reason for leaving the post (6)	Name of employer (7)	Experience in years (8)
1.								
2.								
3.								
4.								
5.								
6.								

13. Three references with full postal address
(Not more than one from the present employer's organization)

1……………………   2…………………….   3…………………………
……………………   …………………….   ……………………………
……………………   …………………….   ……………………………

14. Detail of any past/current involvement in any cognizable/criminal offence and nature of conviction ……………………………………………………………………………………

15. Additional Remarks:
The applicant may mention any special qualifications or experience not covered under the above heads. Separate sheets may be attached if required.

16. List of enclosures:
1……………………...2………………...…………3……………………...………
4…………………...…5……………...…………6……………………...………
7……………………...8……………...…………9……………………...………

I hereby declare that all statements information in the application are accurate, complete and correct to the best of my knowledge and belief. I understand that if any information is found untrue/false/incorrect or I do not satisfy the eligibility criteria, my candidature/appointment will be cancelled/ terminated without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures as enforced by Institute for appointment to the applied post.

Place ………………………..…

Date ……………………..…   Signature of the candidate

17. FORWARDING REMARKS
Forwarded with the remarks that the fact stated in the above application has been verified and found correct, and this Institution /Organization has no objection to the candidature of the applicant being considered for the applied post. There is no enquiry pending against him.

Date …………………….…

Signature and Designation
Forwarding authority
(Seal)