

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Government of India)

7th Floor, Chanderlok Building, Janpath, Connaught Place, New Delhi 110 001

Ph.Nos. : 011-23724151 – 57 Website : www.aicte.ernet.in

Advt. No. ESTT / 09 (01) / 2011

The All India Council for Technical Education(AICTE) was established by an Act of Parliament (No. 52 of 1987) with a view to provide proper planning and coordinated development of the technical education system throughout the country, the promotion of qualitative improvements of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the technical education system and for matters connected therewith.

AICTE invites applications in the **prescribed proforma** from well qualified, experienced and dedicated candidates for the following posts on deputation basis initially for one year extendable for further period not exceeding three years on yearly basis for its Hqrs at New Delhi. However, candidates selected for the post(s) mentioned at Sl. No. 03, 13 and 14 below can be posted in AICTE Regional Offices also.

SL. No.01: ADVISER - I (PRE-REVISED SCALE OF PAY: Rs.18,400-500-2,400) REVISED PAY BAND + GRADE PAY OF PB-4 Rs.37,400-67,000 + 10,000, Post: 03 (on deputation basis)

Officers from the Central or State Governments or Universities or Institutions of Higher Education or Autonomous Bodies or PSUs; **(a) (i)**Holding analogous posts on regular basis in the parent cadre or department; **or (ii)**With two years service in the posts rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.16,400-20,000/20,000-22,400 in the parent cadre/ department; **or (iii)** with six years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.14,300-18,300/14,300-22,400 in the parent cadre/ department; **or (iv)** With eight year service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.12,000-16,500 in the parent cadre / department; **and (b)** Possessing the following educational qualifications and experience:

Qualifications : **(i)** Master Degree in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning from a recognized University or equivalent.

Experience: **(ii)** Twenty years experience in Teaching or Research, Educational Planning or Administration, Training etc. in Central or State Government or University or other Institution of Higher Education or Autonomous Bodies or Public Sector Undertakings.

Note: **(1)** Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.

SL.No.02 : ADVISER -II (PRE-REVISED SCALE OF PAY: Rs.16,400-450-20,000), REVISED PAY BAND + GRADE PAY OF PB-4 Rs.37,400-67,000+8900 Post:02 (on deputation basis)

Officers from the Central or State Governments or Universities or Institutions of Higher Education or Autonomous Bodies or PSUs; **(a) (i)** Holding analogous posts on regular basis in the parent cadre or department; **or (ii)** With four years service in the posts rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.14300-18300/14300-22400 in the parent cadre/ department; **or (iii)** Six years service in the post in the pre-revised scale of pay Rs.12000-16500/12000-18300 in the parent cadre/ department; **and (b)** Possessing the following educational qualifications and experience:

Qualifications: Master Degree in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning from a recognized University or equivalent.

Experience: Fifteen years experience in Teaching or Research, Educational Planning or Administration, Training etc. in Central or State Government or University or other Institution of Higher Education or Autonomous Bodies or PSUs.

Note: (1) Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.

SL.No.03 : DIRECTOR (PRE-REVISED SCALE OF PAY: Rs.14,300-400-18,300)], REVISED PAY BAND + GRADE PAY OF PB-4 Rs.37,000-67,000 + 87,00 Posts=05 (on deputation basis)

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs; **(a) (i)** holding analogous posts on regular basis in the parent cadre or department; **or (ii)** With four years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 12000-16500 in the parent cadre/ department; **and (b)** Possessing the following educational qualifications and experience :

Qualifications: Master Degree in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning from a recognized University or equivalent.

Experience: Twelve years experience in Teaching or Research, Educational Planning or Administration, Training etc. in Central or State Government or University or other Institution of Higher Education or Autonomous Bodies or PSUs.

Note: Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.

SL.No.04 : CHIEF ADMINISTRATIVE OFFICER, PRE-REVISED SCALE OF PAY : Rs.10,000-325-15200 (Revised scale Rs.15600-39100+Grade Pay Rs.6600/-) Post : 01 (on deputation basis)

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; **or (ii)** with four years service in the grade rendered after appointment thereto on a regular basis in the

pre-revised scale of Rs.8000-13500/- in the parent cadre / department; and **(iii)** Possessing the following educational qualifications and experience.

Educational and other Qualifications **(1)** Degree from a recognized University or equivalent **(2)** Eight years experience in a supervisory capacity in Central or state government offices or universities or PSUs or Autonomous Bodies **(3)** Knowledge in Administration, Establishment matters, Financial Rules and procedures of the Government of India **(4)** Knowledge of Computer Applications.

SL.No.05 : ASSISTANT LEGAL ADVISER, PRE-REVISED SCALE OF PAY : Rs.10,000-325-15200 (Revised scale Rs.15600-39100+Grade Pay Rs.6600/-) Post : 01 (on deputation basis)

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** with eight years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.6500-200-10500/- in the parent cadre / department; and **(iii)** Possessing the following educational qualifications and experience.

Educational and other Qualifications **(i)** Master Degree in Law or equivalent from a recognized University or equivalent **(ii)** Eight years Legal practice as an Advocate in High Courts or Supreme Court of India; or **(iii)** Eight years experience in dealing with legal matters in supervisory capacity in Central or State Government organizations or PSUs or Universities or Autonomous Bodies.

Desirable- Well versed with Administrative Laws, Constitutional Laws and other Civil Laws etc.

SL.No.06 : SENIOR ACCOUNTS OFFICER, PRE-REVISED SCALE OF PAY : Rs.8000-13500 (Revised scale Rs.9300-34800+Grade Pay Rs.5400) Post : 02 (on deputation basis)

Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** with five years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.6500-200-10500/- in the parent cadre / department; or **(iii)** with eight years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 5500-175-9000/- in the parent cadre / department; and **(iv)** Possessing the following educational qualifications and experience.

Educational and other Qualifications **(a)** Degree from a recognized University or equivalent **(b)** Knowledge in Financial Rules and procedure of the Government Establishments and adequate experience in dealing with Accounts, Audit, Budget and Financial matters **(c)** Knowledge of Computer Applications.

SL.No.07 : SYSTEM ANALYST / PROGRAMMER, PRE-REVISED SCALE OF PAY : Rs.8000-13500 (Revised scale Rs.9300-34800+Grade Pay Rs.5400) Post : 01 (on deputation basis)

Officers from the Central or State Government or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** With three years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.6500-10500 in the parent cadre / department; or **(iii)** With five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5500-9000 in the parent cadre / department; and Possessing the following educational qualifications and experience.

Educational and other Qualifications **(i)** Master Degree in Statistics or Mathematics (with Statistics) or Operations Research or Physics or Economics (with Statistics) or Commerce (with Statistics) from a recognized university or equivalent; or **(ii)** Degree in Engineering or Computer Science from recognized university or equivalent; and **(iii)** Three years experience of electronic data processing work, out of which at least one year experience should be in actual programming on an electronic computer.

SL.No.08 : ACCOUNTS OFFICER, PRE-REVISED SCALE OF PAY : Rs.6500-10500 (Revised scale Rs.9300-34800+Grade Pay Rs.4200) Post : 03 (on deputation basis)

Officers from the Central or State Government or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** with three years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5500-175-9000/- in the parent cadre/ department; or **(iii)** with five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5000-150-8000/- in the parent cadre / department; and **(iv)** Possessing the following educational qualifications and experience.

Educational and other Qualifications **(a)** Degree from a recognized University or equivalent **(b)** Knowledge in Financial Rules and procedure of the Government Establishments and adequate experience in dealing with Accounts, Audit, Budget and Financial matters **(c)** Knowledge of Computer Applications.

SL.No.09 : PRIVATE SECRETARY, PRE-REVISED SCALE OF PAY : Rs.6500-10500 (Revised scale Rs.9300-34800+Grade Pay Rs.4200) Posts:03 (on deputation basis)

Officers from the Central or State Government or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** with three years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5500-175-9000/- in the parent cadre/ department; or **(iii)** with five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5000-150-8000/- in the parent cadre / department; and **(iv)** Possessing the following educational qualifications and experience.

Educational and other Qualifications **(1)** Degree from a recognized University or equivalent **(2)** Possessing speed of 120 words per minute in Stenography in English **(3)** Knowledge of Computer Applications.

SL.No.10 : HINDI OFFICER, PRE-REVISED SCALE OF PAY : Rs.6500-10500 (Revised scale Rs.9300-34800+Grade Pay Rs.4200) Posts:01 (on deputation basis)

Officers from the Central or State Government or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** With five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.5000-150-8000/- in the parent cadre/ department; and **(iii)** Possessing the following educational qualifications and experience.

Qualifications: **(1)** **(a)** Master Degree from a recognized University or equivalent in Hindi with English as a subject at the Degree level; or **(b)** Master's Degree from a recognized University or equivalent in English with Hindi as a subject at the Degree level; or **(C)** Master's Degree from a recognized University or equivalent in any subject with Hindi and English as a subject at the Degree level; or **(d)** Master's Degree from a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the Degree level; or **(e)** Master's Degree from a recognized University or equivalent in any subject with English medium and Hindi as a subject at the Degree level.

2 (a). Five years experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa preferably of technical or scientific literature: or **(b)** Five years experience of teaching, research, writing or journalism in Hindi **(c)** Knowledge of Computer Applications.

SL.No.11 : COMPUTER SYSTEM ASSISTANT, PRE-REVISED SCALE OF PAY : Rs.5500-9000 (Revised scale Rs.9300-34800+Grade Pay Rs.4200) Posts : 02 (on deputation basis)

Officers from the Central or State Government or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** with five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs.4500-125-7000/- in the parent cadre / department; and **(iii)** Possessing the following educational qualifications and experience.

Qualifications **(1)** Degree from a recognized University or equivalent **(2)** Certificate course or Diploma in Computer Application from a recognized Institute or equivalent.

SL.No.12 : PERSONAL ASSISTANT (PRE-REVISED SCALE OF PAY: Rs.5,000-150-8,000) REVISED PAY BAND + GRADE PAY OF PB-2 Rs.9300-34,800 + 4200, Posts:04 (on deputation basis)

Officers from the Central or State Government or Universities or Autonomous Bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or **(ii)** with five years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 4000-100-6000/- and **(iii)** possessing the following educational qualifications and experience.

Qualifications **(a)** Degree from a recognized University or equivalent. **(b)** Speed of 100 words per minute in Stenography in English. **(c)** Knowledge of Computer Applications.

SL.No.13 : DATA ENTRY OPERATOR GR-II (PRE-REVISED SCALE OF PAY: Rs.4,000-100-6,000) REVISED PAY BAND + GRADE PAY OF PB-1 Rs.5200-20,200 + 2400, Posts : 16 (on deputation basis)

Officers from the Central or State Governments or Universities or PSUs or Autonomous Bodies; **(i)** holding analogous posts on regular basis in the parent cadre or department, **or** **(ii)**

With five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 3050-4590 in the parent cadre/ department ; and possessing the following educational qualifications:

Qualifications (a) Degree from a recognized University or equivalent. **(b)** Certificate course or Diploma in Computer Application from a recognized Institute or equivalent.

SL.No.14 : UPPER DIVISION CLERK (PRE-REVISED SCALE OF PAY: Rs.4,000-100-6,000) REVISED PAY BAND + GRADE PAY OF PB-1 Rs.5200-20,200 + 2400, Posts:04. (on deputation basis)

Officers from the Central or State Governments or Universities or PSUs or Autonomous Bodies; **(a) (i)** holding analogous posts on regular basis in the parent cadre or department, **or (ii)** With five years regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 3050-4590 in the parent cadre/ department with experience in Administration/ Accounts matters and knowledge of Government of India rules/ regulations and noting and drafting; **and (b)** possessing the following educational qualifications :

(1) Degree from a recognized University or equivalent. **(2)** Knowledge of Computer Applications.

GENERAL CONDITIONS

1. Number of posts is tentative, may vary and Council reserves the right to increase or decrease number of posts and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
3. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (**Annexure-II**). The proforma can ALSO be downloaded through the website www.aicte.ernet.in.
4. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across.
5. Envelope containing application should be super-scribed with “**APPLICATION FOR THE POST OF _____ (Sl. No. _____)**.”
6. A candidate has to submit separate applications, if he/she desires to apply for more than one post.
7. The candidates short-listed for interview/ test will be informed by post. The Council will not be responsible for any postal delay.
8. Original certificates should be produced only at the time of interview/ test.
9. Candidates may send an advance copy of application. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be necessary to furnish “**No Objection Certificate**” from the parent department/ present employer at the time of interview/test.
10. Applications received after expiry of the prescribed date and/or found to be incomplete in any manner or not submitted in prescribed proforma.
11. The decision of the Council in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
12. The application complete in all respect must be sent, directly or through proper channel (in case the candidate is already employed), to :-

**DIRECTOR (Admn.),
All India Council for Technical Education,
7th Floor, Chanderlok Building, Janpath
New Delhi – 110001**

Latest by 30Th September, 2009.

13. The terms and conditions of deputation will be regulated in accordance with Office Memorandums / Orders issued by the Department of Personnel & Training and as amended from time to time.
14. **Forwarding Authority** is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Certificate. In case of photocopies of C.R are sent, these may be attested by an officer not below the rank of Under Secretary to the Government of India.
15. The maximum age limit for appointment by deputation shall not be exceed 56 years as on the closing date of receipt of application.

DIRECTOR (ADMINISTRATION)

PROFORMA

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, NEW DELHI.

PART-A



1. Name of the Post **ADVISOR-I**
2. Name in Full (in block letters) **MAHESH KUMAR HADA**
3. Father's / Husband's Name **(Late) SHRI RADHEY SHYAM HADA**
4. Date of Birth **10 Jan 1965** Age **44 Years**
5. Nationality **Indian**
6. a) Address for correspondence (in block letters)

Defence Institute of Advanced Technology, Girinagar, Khadakwasla, Pune, 25

Pin Code 411025

Telephone 09371113191 E-Mail ID mkhada@hotmail.com

- b) Permanent Address (in block letters) :

As above

7. Whether you belong to (Please tick) : **GEN**
(Attach copy of certificate if you belong to SC , ST, PH or OBC)
8. Educational Qualifications :
(In chronological order from the Bachelor's Degree and onwards)

Sl. No	Degree / Specialisation	University / Institution	Division or equivalent	Percentage or Marks

9. Professional Training :

S. No.	Organisation	Period		Particulars of Training
		From	To	

- 10 Knowledge of working on PC/ work station and Familiarity with software Packages (Please specify)

11. Employment Record (details in reverse chronological order, starting with the last job)

S. No.	Name & Address of the Employer	Period of service in each post (Duration in Months) From To	Designation of post held & scale of pay	Nature of work and level of responsibilities

12. Publications and Report (Please enclose list under three separate heads : Journals, Conferences, Reports)

PART-B

Additional details about present employment, if any.

1. (a) Present Pay Scale _____
(Central Govt. / State Govt. / PSU / Private Enterprises / Others)
(Please delete which are not applicable)

(b) If pay scale has been revised recently, state the date of revision and also the pre-revised pay scale.

(i) Basis Pay	Pre- revised	Revised
(ii) Dearness Allowances		
(iii) Other Allowances (please specify) Total _____		

(c) Basis pay expected Rs. _____

2. Please state whether working under :

- | | |
|----------------------------|---------------------------|
| a) Central Government | b) State Government |
| c) Autonomous Organization | d) Government Undertaking |
| e) Universities | f) Private Organisation |

3. Member / Fellowship of Professional Society _____

4. Any other information you may wish to furnish _____
(in brief and no annexure be enclosed)

5. Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference :

1. _____	2. _____
_____	_____

PART-C

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice /compensation.

Place _____

Date _____

SIGNATURE OF THE CANDIDATE

PART-D

FORWARDING AUTHORITY / EMPLOYERS ENDORSEMENT

This is to certify that Dr./Sh/Smt..... is working asfrom on *regular/contract/tenure appointment in our *department/institute/organization. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified. In case of *his/her selection, *he/she will be relieved on *deputation/direct recruitment and *his / her lien *will/will not be retained by this organization.

* Strike out which ever is not applicable.

Date _____

Place _____

Signature of the Employer with Office Seal