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DOEACC SOCIETY

(A Scientific Society of Department of Information Technology, Ministry of Communications & Information Technology, Government of India)
Electronics Niketan, 6, C.G.O. Complex, New Delhi -110 003
Tel: 011-24363936 Fax: 24363937
Website: www.doeacc.ac.in, www.doeacc.edu.in

DOEACC Society, New Delhi is an Autonomous Scientific Society of the Department of Information Technology, Ministry of Communications & IT, and a premier IT Education & Training Institution of the Government of India in the non-formal sector. The objectives of the Society are to carry out Human Resource Development activities in the area of Information, Electronics and Communications Technology (IECT) through its various Centres in the country, apart from Consultancy and allied services in India and abroad.

2. DOEACC Society is looking for well qualified, experienced and dynamic persons for the following posts at its Imphal Centre and Headquarters at New Delhi. The eligibility, experience and educational qualifications etc. required for the posts, are mentioned as under:-

1. Name of the Post : Director, DOEACC Centre, Imphal
Scale of Pay : PB-4 Rs. 37400-67000, Grade Pay Rs. 10,000/-
Method of Recruitment : Direct Recruitment on term contract basis for a period of 5 years
Age : 50 years (Relaxations as per Govt. of India Rules)

Educational Qualification & Experience:

Ph.D (Engineering/Science) with 10 years experience; **OR**
M.Tech./M.E. in the area of Information, Electronics, Communications Technology/Electrical/ Mechanical/ Production/Industrial Design etc. or equivalent qualification with 15 years experience; **OR**
B.E./B.Tech/B.Sc. Engg. In the area of Information, Electronics, Communications Technology/Electricals/ Mechanical/ Production/Industrial Design etc. or equivalent with 20 years experience.

Job responsibilities:

The person selected for the post will be the overall in-charge as Head of the Centre and will be responsible for providing dynamic leadership on all technical, administrative and financial management of the Centre. He/She is expected to fully exploit the revenue generation potential to help produce quality human resources in the area of Information, Electronics and Communications Technology (IECT). The Director will function under the control and supervision of the Executive Director, DOEACC Society.

2. Name of the post : Chief Controller of Examinations, DOEACC Society, New Delhi
Scale of Pay : PB-4 Rs. 37400-67000, Grade Pay Rs. 8,900/-
Method of Recruitment : Direct Recruitment on term contract basis for a period of 5 years/ On deputation basis.
Age : 45 years (Relaxations as per Govt. of India Rules)

Educational Qualification & Experience:

A) Under Direct Recruitment

Essential

BE/B.Tech/M.Sc./MCA/DOEACC 'B' level or equivalent Degree in the area of information/Electronics/Computers/ Communications Technology/Electrical/Machanical/ Production/Industrial Design with minimum 60% marks from a recognized University/Institution

Experience: 15 years in Education/ Education related research/management in the area of Information/Electronics/Computers/Communication Technology; **OR**

M.E./ M.Tech Degree in the area of Information, Electronics & Communications Technology/ Electrical/ Mechanical/production/ Industrial Design with minimum 60% marks from a recognized University/Institution.

Experience: 12 years in Education/Education related research/management in the area of Information/Electronics/Communication Technology; **OR**
Ph.D in Science/Engineering from a recognized University/Institution

Experience: 10 years in the above area.

(Out of the above mentioned experience, atleast 3 years should be in immediate lower scale i.e. Rs. 14300-18,300 [pre-revised] or equivalent.

- Desirable:** i) Persons having experience of working in Educational Institutions and conversant with conduct/management of examinations.
ii) Track record of absolute integrity and proved ability to maintain strict confidentiality.

B) For deputation: Officers of the Central/State Government / other Govt. Bodies:-

- i) holding analogous post on regular basis; **OR**
having 5 years regular service in the pre-revised scale of pay of Rs. 14,300-400-18,300 or equivalent level.
- ii) Possessing qualifications as prescribed for Direct Recruitment above and experience in Education/Education related research/management in the area of Information/Electronics/Communications Technology.

Desirable: Track record of absolute integrity and proved ability to maintain strict confidentiality of official matters.

3. Name of the post : Chief Finance Officer, DOEACC Society, New Delhi
Scale of Pay : PB-3 Rs. 15600-39100, Grade Pay Rs. 7,600/-
Method of Recruitment : Direct Recruitment on term contract basis for a period of 5 years/
On deputation basis.
Age : 50 years (Relaxations as per Govt. of India Rules)

Educational Qualification & Experience:

A) Under Direct Recruitment

Degree from a recognized University or equivalent with CA/ICWA/CS/MBA(Finance)SAS/JAO (examination conducted by C&AG/CGA).

Experience: 12 years experience in respect of CA/ICWA/CS/MBA(Finance) qualified (15 years experience in respect of SAS/JAO qualified and conversant with commercial accounts) related to financial accounts/budgetary control matter in Government, Autonomous Bodies or commercial organization/Industry of repute out of which 7 years in supervisory responsible position (atleast 3 years in immediate lower scale of pay of Rs. 10,000-15,200/-(pre-revised or equivalent)

B) For deputation : Officers of the Central/State government/ other Govt. organization:

- i) holding analogous post on regular basis; **OR**

having 5 years regular service in the pre-revised scale of pay of Rs. 10,000-15,200 or equivalent and having experience of working in Government, Autonomous Bodies or commercial organization/industry of repute and conversant with commercial accounts related to financial/accounts/budgetary control matters.

- ii) Possessing qualifications prescribed for Direct Recruitment.

4. Name of the post : Hindi Typist (Office Assistant-III), DOEACC Society,
New Delhi
Scale of Pay : PB-1 Rs. 5,200-20,200, Grade Pay Rs. 1,900/-
Method of Recruitment : Direct Recruitment on term contract basis for a period of 5 years
Age : 18-27 years (Relaxations as per Govt. of India Rules)

Educational Qualification & Experience:

Essential

- a) Matriculation examination from a recognized Board or University;
- b) Typing speed 25 w.p.m. in Hindi
- c) Knowledge of Computer operation.

Desirable

- a) Knowledge of English typing
- b) Working experience of 2 years in S&T organization.

5. **Applications are also invited for a position of Consultant (Civil)**, DOEACC Society, New Delhi – monthly remuneration of Rs. 20,000/- (consolidated).

The Society is in process of construction of its own building at Dwarka, New Delhi. The retired Engineer not below the rank of Assistant Engineer (Civil), having wide experience of construction of multi-storied buildings or candidates having diploma with 5 years or degree with 2 years experience is required as Consultant (full time) to look after the matters relating to construction of building of the Society. The appointment will be initially for a period of one year which may be extended for a further period depending upon the performance. Desirous person may send their bio-data with detailed work experience on a plain paper within one month from the date of publication of this advertisement on the address given above.

GENERAL:

Candidates meeting the above eligibility requirements may send in their application complete in all respects in the prescribed proforma (may be downloaded from the DOEACC Society's website www.doeacc.edu.in) alongwith attested copies of certificates relating to qualifications, date of birth etc. by the last date in an envelope superscribed as "Application for the post of _____" and addressed to the Registrar, DOEACC Society, Electronics Niketan, 6, CGO Complex, New Delhi – 110 003 within 45 days from the date of publication of this advertisement. Persons working in Govt./PSUs/Autonomous Bodies send their application **through proper channel**, along with photocopies of ACRs of the last five years duly attested by an officer not below the rank of Under Secretary or equivalent alongwith vigilance/disciplinary clearance. Applications received directly from such persons will not be entertained.

Last date for receipt of applications : Within 45 days of the publication of this advertisement in the Employment News.

Note:

- i) . Govt. Orders regarding age relaxations to various categories of candidates will be applicable.
- ii). Applications which are not in conformity with the requirements indicated in the advertisement are liable to be rejected.
- iii). Only short-listed candidates will be called for test/interview. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for interview.
- iv). For application form the candidates may log on to the website of DOEACC Society; www.doeacc.ac.in, www.doeacc.edu.in

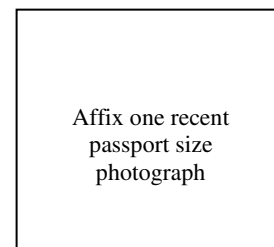
Registrar,
DOEACC Society

PROFORMA FOR APPLICATION

Application for the post of _____, DOEACC Society
[Direct Recruitment or on deputation] please specify

PART-I

1. Application for the post :
1. Name & Address (in Block letters) :
3. Date of Birth* (in Christian era) :
4. Educational Qualification* :
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)



- | | Qualification/experience
Required | Qualifications/experience
possessed by the officer |
|-----------|--------------------------------------|---|
| Essential | (1)
(2)
(3) | |
| Desired | (1)
(2) | |
6. Please state clearly whether in the light of Entries made by you above, you meet the Requirement of the post :
 7. *Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient :

Office/Institution	Post held	From	To	Scale of pay and Basic Pay	Nature of duties (in detail)

8. Nature of present employment* i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent/Pvt. :
9. In case the present employment is held on Deputation/contract basis, please state :
 - a) The date of initial appointment
 - b) Period of appointment on deputation/contract:
 - c) Name of the parent office/organization which you belong

10. Additional details about present employment:
Please state whether working under
(Indicate the name of your employer against
the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

11. Are in Revised Scale of Pay ? If yes, :
give the date from which the revision
took place and also indicate the pre-revised
scale

12. Total emoluments per month now drawn* :

13. Additional information, if any, which you :
would like to mention in support of your
suitability for the post.

[This among other things may provide information
with regard to (i) additional academic qualifications,
(ii) professional training and (iii) work experience over
and above prescribed in the Advertisement]

(Note: Enclose a separate sheet, if the space is insufficient)

14. Achievements in the career which may support:
your candidature

15. Whether belongs to SC/ST/OBC/PH/Ex-serviceman* :

16. Remarks [the candidate may indicate :
information with regard to (i) Research
publications and reports and special
projects (ii) Awards/Scholarship/Official
appreciation (iii) Affiliation with the
Professional bodies/Institutions/societies
and (iv) any other information

**[Note: Enclose a separate sheet if the space is
insufficient]**

17. Contact No. (Off.) _____ (Res.) _____ (Mobile) _____

*In support, please enclose documentary proof.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Date:

(Signature of the candidate & address)

PART-II

(To be filled in by the Competent Authority in the case of candidates who are presently working in Government /PSUs/Autonomous Organizations only)

Certified that :-

- i) The information given above by the officer is correct.
- ii) No vigilance/disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature : _____
Name : _____
Designation : _____
Department/ : _____
Organization : _____

Date : _____