
DOEACC

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About this Issue

Scholarship Scheme for SC/ST/Physically handicapped and Female Students pursuing DOEACC O/A/B/C Level Courses : The Scheme is applicable to SC/ST/Physically handicapped and Female candidates who are pursuing O/A/B/C Level Courses of the DOEACC, as full time students from an institute authorized to conduct DOEACC accredited courses.

Implementation of ISO 9001-2000 in the DOEACC Society: ISO 9001:2000 is an internationally accepted mark of quality. This set of international standards was initially associated with the manufacturing industry but in the early 1990's it began to emerge as a choice for educational institutes seeking to focus on quality improvement of education. DOEACC Society has also been certified as an ISO 9001-2000 organization. Salient features of benefits accrued to the Society, Institutes and Students in this regard are given in this issue of the Newsletter for the benefit of the readers.

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QUALITY ASSURANCE

Implementation of ISO 9001:2000 in the DOEACC Society

By: M/s Sagar Quality Management Services Pvt. Ltd., New Delhi

ISO 9001:2000 is an internationally accepted mark of quality. This generic set of international standards was initially associated with the manufacturing industry but then in the early 1990's, it began to emerge as a choice for educational institutes seeking to focus on quality improvement of education. By utilizing the effective business practices of continual improvement, data-driven decision-making and accountability, the educational centres found that they could greatly improve their curricula, standardize teaching methods to better address to educational needs of students, and assess the results. Additionally, by implementing the proven ISO 9000 standards, they could reach these objectives in a more timely and cost efficient manner.

Not only ISO 9001:2000 Certification is beneficial for the organization being certified but also for the students who are studying in such institutes. The quality approach of this certification creates a workforce development system that is accountable, cost-effective and addresses continual improvement. It also creates a quality mindset among the faculty and students alike. When these students go into the work place, they already understand the importance of quality standards, which provides a significant advantage to their employers and perpetuates the quality process. This becomes all the more important where the organization is involved in the non-formal sector of education, especially IT education. This is exactly why DOEACC Society decided to go in for ISO 9001:2000 Certification and encourages the Institutes authorized to conduct its accredited course to also undergo the process of ISO 9000 Certification.

The task of achieving the coveted ISO 9001:2000 Certification for DOEACC Society began in November 2001. Sagar Quality Management Services was approached to assist the Society in this endeavour.

ISO 9001 in DOEACC Society Training

As a first step, an awareness programme on ISO 9000 was organized in the conference Hall of the DOEACC Society by the Principal Consultant of Sagar Quality Management Services. The ED and all the Heads of the wings of the DOEACC Society attended this programme. This programme was designed keeping in view :

- i. the requirements of the education sector and
- ii. the need of achieving the target of obtaining ISO 9001:2000 Certification by the DOEACC.

A target of achieving the certification process was agreed upon. For this activity, Lt. Cdr. S. Chopra was appointed as the Management Representative and Mr. Rakesh Gairola as the Dy. Management Representative. They were explained their duties as MR & DMR i.e. liaising with the consultants, creating awareness regarding the customer requirements and communicating within the organization besides the need of continuous improvement in the Quality Management System.

After this began, the rigorous process of identifying and studying the then existing processes at DOEACC. This was followed by the review and the revision of the existing Standard Operating Procedures. For every identified process; input, output and the checkpoints were defined. Once the documentation part was over, the implementation phase began. Internal auditor's training was imparted to all the Wing Heads and the office staff so as to ensure that the concept of ISO 9000 is understood throughout the organization. To ensure that the implementation of this standard was in the desired direction, initially a no. of internal audits were done.

By the beginning of February 2002, the consultants were confident that the DOEACC, owing to the hard work put in by the whole team was prepared for the Certification Audit. The renowned certification agency STQC was invited for this purpose.

After a rigorous three stage audit process, DOEACC was recommended for ISO 9001:2000 certification on 1st March 2002.

Hon'ble Minister for parliamentary Affairs, Communications & Information Technology, Govt. of India inaugurated the 8th Annual Review Workshop, wherein Director General, STQC gave away the ISO 9001:2000 Certificate to the Executive Director of the DOEACC Society. In his speech the Hon'ble Minister desired that all the institutes accredited for the DOEACC courses should also go in for this coveted certificate.

Present status of ISO 9001-2000 at the DOEACC Society

The ISO based quality management system at the DOEACC is performing satisfactorily. Internal audits are being conducted quarterly to monitor the effectiveness of the system.

During the implementation stage, the Society had written to the students enrolled in the DOEACC run Courses in Institutes accredited for specific courses by the DOEACC Society; as well as the Industry employing these students as its customers for feedback. It was found that the customers of the DOEACC are adequately satisfied. The Customer satisfaction Index of the students is 68%. In order to further delight its customers, the Society has formed an Industry Academia Working Group under the Chairmanship of President, NASSCOM to identify ways to improve the DOEACC students' acceptability in the industry.

Keeping in view the requirement of continual improvement, the DOEACC Society has decided to go online. Much work is being done in this direction in association with CDAC. Once this is done, the SOP's of the Society shall be accordingly updated.

Conclusion

Subsequent to the ISO 9001 certification, the DOEACC Society customers are already availing the following benefits.

Continuous feed back from the students, institutes accredited to conduct various levels of DOEACC courses and the other DOEACC stakeholders namely industry, alumni, etc. (customer feedback

is a mandatory requirement of ISO 9000). This can help the institutes take proactive measures for improving their performance.

Management of the DOEACC Society

- Participative management system and standardized activities, and
- Self-corrective system due to built-in auditing system

IT FOR THE MASSES

Course on Computer Concepts (CCC)

National Task Force on Information Technology and Software Development in its recommendations brought out that computer education and literacy should be aimed at the common man segment, for the technological advancement of the country. Keeping this objective in view, DOEACC Society has launched a computer education programme for the masses and the title of this programme is 'Course on Computer Concepts'. The course is meant for creating computer literacy among common man. This would also aid the PC penetration programme and is more practical oriented. Working Professionals, housewives, students and Government employees can benefit from this course. Aspirants can pursue this course from the institutions accredited by DOEACC Society for conducting the DOEACC Courses. After completing the course, the incumbent shall be able to use the computer for basic purposes such as preparing personal/business letters, application of spreadsheets which include maintaining invoices/budgets, sales reports; besides computer communication and internet, viewing information on internet (the web), the Power Point Presentation, etc.

The course is divided in two parts; Theory and Practical examination. Candidates who successfully clear the Theory Examination are eligible to appear in Practical Examination. The Certificate is awarded to those candidates who secure 50 percent marks in each paper viz. Theory and Practical independently.

The break up of the total duration of 80 hours consists of

- | | | | |
|-------|-----------|---|----------|
| (i) | Theory | - | 25 hours |
| (ii) | Tutorials | - | 5 hours |
| (iii) | Practical | - | 50 hours |

The course could ideally be a two weeks intensive course.

Calendar of Events

Events	Examinations		
	January	May	September
Closing date for the receipt of filled Forms at DOEACC Society	30 th November	31 st March	31 st July
Commencement of Examination - Theory	4 th Sunday of January	4 th Sunday of May	4 th Sunday of September
Commencement of Examination - Practical	4 th Sunday of February	4 th Sunday of June	4 th Sunday of October

- The Examination Form costs Rs.20/-.
- Provision of Late Fee:** Examination forms may be submitted with late fee @ Rs.50/- per examination application form. The last date of receipt of such forms shall be 10 days after the receipt of Examination Forms without late fee.

Eligibility Criteria: As the course is on computer appreciation, no pre-requisites are required for undergoing the programme except that the person should have elementary knowledge of English.

Permission to run the course : An institute, which is accredited to run any of the DOEACC O/A/B/C level of course(s), may conduct CCC Course. However, the institute conducting the O/A/B/C level courses are required to obtain permission before the commencement of the course.

CCC Examination – January 2003

As per the pre-scheduled Calendar of Events of CCC Theory Examination is scheduled for the 4th Sunday of January 2003 i.e. 26-01-2003. 26th January is the Republic Day of India and is a National Holiday. Thus, it may not be possible to hold the Examinations on this day.

It has, therefore, been decided to pre-pone the Examination and hold the **Theory Examination on 3rd Sunday of January 2003 i.e. on January 19, 2003.** The day and date for the Practical Examination, however, remains unaltered i.e. 4th Sunday of February falling on February 23, 2003.

The Examination Application Form for the January 2003 Examination can be obtained by paying the

requisite amount i.e. @ Rs.20/- per Examination Application Form, in the form of Demand Draft in favour of DOEACC, payable at New Delhi till November 30, 2002. **The last date for submission of the filled-in Examination Application Forms is 30th November 2002 without late fee.** The forms may be submitted with late fee @ Rs.50/- per Examination Application Form till 10th December 2002.

About 5236 candidates had appeared in the last CCC Practical Examination at 97 centres held on 27th October 2002. About 6783 candidates had appeared in the CCC Theory Examination held on 22nd September 2002.

STUDENT SUPPORT SERVICES

Scholarship Scheme to SC/ST/Physically handicapped and Female Students pursuing DOEACC O/A/B/C Level Courses w.e.f. January 2003 Examinations

The Society has introduced a Scholarship Scheme for SC/ST/Physically handicapped and Female Students DOEACC O/A/B/C Level Courses w.e.f. January 2003 Examinations

I. Eligibility

- The Scheme will be applicable to SC/ST/Physically handicapped/Female candidates who are pursuing O/A/B/C level of courses of the DOEACC as a full time course through an institute authorized to conduct the DOEACC accredited courses.
- Candidates shall have to clear all the papers in the first attempt and complete the course in number of attempts given in subsequent paragraphs.
- Income of the parents of the student from all sources shall not be more than Rs. 1 lac p.a.

II. Submission of Applications for Scholarship

A candidate has to apply for the Scholarship along with the following:

- Proof of registration/upgradation
- Proof of passing the examination of relevant level
- Proof of pursuing O/A/B/C level as full time course
- Proof of income

III. Amount of Scholarship

The amount of scholarship shall be four times the examination fee paid per module paper i.e. Rs.250/- as at present or in other words Rs.1,000/- per module. Course-wise amount of scholarship and the number of installments is as under:-

Level	Duration	Total amount of scholarship (Rs.)	1 st Installment (Rs.)	2 nd Installment (Rs.)	3 rd Installment (Rs.)	4 th Installment (Rs.)
O	1 year	4000/-	2000/-	2000/-	--	--
A/1 st part of B level	1 year	10000/-	3000/-	3000/-	4000/-	--
B	2 years (after A Level/1 st part of B level)	15000/-	3000/-	3000/-	3000/-	6000/-
C	1 ½ years	15000/-	5000/-	5000/-	5000/-	--

'O' Level

At 'O' level, a candidate should have completed that course within next two consecutive examinations after registration. On successful clearance of first two papers, a candidate shall be reimbursed Rs.2,000/- and balance Rs.2,000/- shall be paid on successful completion of the balance papers in the subsequent examination.

'A' level or Part I of 'B' level:

At 'A' level or part I of 'B' level, a candidate shall have to complete the entire course in three examinations commencing from the examination stated in the registration allotment letter. Amount of scholarship shall be paid in two installments as stated above. First installment on clearing three papers, second installment on clearing next three papers and balance on successful completion of the course.

'B' Level:

At 'B' level for the remaining papers, a candidate shall have to complete the balance 15 papers after clearing 10 papers of 'A' level in four consecutive attempts and shall be paid scholarship in four installments. First, second and third installments on clearing five papers in each attempt and balance in the fourth installment on successful completion of the course.

'C' Level:

At 'C' level, a candidate has to complete the entire course in three examinations and shall be paid scholarship in three installments. Each

installment shall be paid on clearing five papers in each attempt.

It may be noted that if at any point of time, any of the above criteria is violated, the Scholarship shall be rendered void and further installments of Scholarship shall not be paid.

Q 1. Who is eligible for the Scholarship?

- A. Any SC/ST/physically handicapped or female candidates who are pursuing DOEACC O/A/B or C level courses through an institute authorized to conduct DOEACC accredited course are eligible for DOEACC scholarship, subject to the following:
- Income of the family of the student from all sources should not be more than one lac per annum.
 - Candidate shall have to clear all the papers of his/her level in the first attempt itself.

Q 2. What is the amount of Scholarship?

- A. The amount of scholarship is Rs.1,000/- per module. Course-wise amount of Scholarship and the number of installments is as under:

Level	Duration	Total amount of scholarship	1 st installment	2 nd installment	3 rd installment	4 th installment
'O' Level (4 modules)	1 year	Rs.4000	Rs.2,000	Rs.2,000	--	--
A' level (10 modules/papers) or 1 st Part of 'B' Level – (through direct admission to 'B' Level)	1 year	Rs.10000	Rs.5000	Rs.5000	--	--
'A' Level or 1 st part of 'B' Level after 'O' Level	1 year	Rs.7,000*	Rs.3,000	Rs.4,000	--	--
B Level	2 years (after A level /1 st part of B level)	Rs.15,000	Rs.3,000	Rs.3,000	Rs.3,000	Rs.6,000
C Level	1 ½ yrs.	Rs.15,000	Rs.5,000	Rs.5,000	Rs.5,000	--

* This amount is Rs.3,000/- less than the amount of Rs.10,000/- for 'A' Level, as the candidate in this case is assumed to have already availed the Scholarship at 'O' Level. The amount of each installment may vary depending upon the no. of modules/papers cleared in each Examination.

Q 3. How shall the scholarship be released to the students?

A. 'O' Level:

A candidate should have completed the course within two consecutive examinations after registration. On successful clearance of first two papers, a candidate shall be paid Rs. 2,000/- towards scholarship and remaining, Rs. 2,000/- shall be paid on successful completion of the remaining two papers in the subsequent examination.

'A' level or (part 1 of 'B' level):

(i) A candidate shall have to complete the entire course in two examinations commencing from the examination stated in the Registration Allocation-cum-Identity Card / Level upgradation letter. The amount of scholarship shall be paid in two installments as stated in answer to Question no.2. First installment on clearing five papers, second installment on clearing next five papers.

(ii) This amount is Rs.3,000/- less than the amount of Rs.10,000/- for 'A' Level, as the candidate in this case is assumed to have already availed the Scholarship at 'O' Level. The amount of each installment may vary depending upon the no. of modules/papers cleared in each Examination.

'B' level:

At 'B' level for the remaining papers, a candidate shall have to complete the remaining 15 paper after clearing 10 papers of 'A' level in four consecutive attempts and shall be paid scholarship in four installments. First, second and third installments on clearing five papers in each attempt and remaining fourth installment on successful completion of the course.

'C' level:

A candidate has to complete the entire course in three examinations and shall be paid scholarship in three installments of Rs. 5000/- each on clearing five papers in each attempt.

Q 4. What if I fail in a paper in between?

A. If you fail in one paper in between, the scholarship scheme shall discontinue with immediate effect.

Q 5. Which documents are to be submitted while applying for scholarship?

A. Following documents are to be submitted while applying for Scholarship:

- Application in the Prescribed Performa, which can be down- loaded from the Web-Site www.doeacc.org.in
- Proof of Registration / Upgradation of registration, i.e., copy of Registration allocation letter / Upgradation of level letter or copy of the Student's Identity Card issued by the Society
- Proof of Caste Certificate/ Physically Handicapped
- Proof of pursuing O/A/B/C level through DOEACC approved institute with endorsement by the institute on application form (Serial Number 9(a), 9(b), 9(c), 9(d) & 9(e))
- Proof of passing the modules of the relevant level; copy of marks list or print out of result from website
- Proof of income of parents/ spouse

Q 6. When and how to apply?

A. A candidate should apply to executive Director DOEACC Society with in 45 days of declaration of result of the relevant level through DOEACC approved institute where the candidate has undergone/ is undergoing training.

Q 7. Where do the have to go for obtaining income certificate?

A. One has to go to the office of Sub-divisional Magistrate (SDM) / Block Development Officer (BDO) in whose jurisdiction one resides.

Q 7.1 What document is submitted as a proof of income of parents/ spouse?

A. Income certificate issued by the Sub-divisional Magistrate / Circle officer / Block Development officer in whose jurisdiction one resides shall be a valid document as a proof of income of parents through all sources.

Q 7.2 Which papers / documents / fee one has to carry while going for obtaining income certificate from SDM/BDO.

- A. Following documents are to be carried while going for obtaining income certificate from SDM/BDO:
- Application on a plain paper
 - Copy of Ration Card.
 - Affidavit regarding residence, occupation, property owned and income.

Q 7.3 What will be the criteria for issue of income certificate?

- A. A local enquiry is conducted through the staff of the office of SDM/BDO to verify the particulars mention in the application and affidavit. The certificate is issued after the receipt of the report.

Q 7.4 How much time is taken by the authority to issue income certificate?

- A. It should be issued normally within 21 days.

Q 8 Physically Handicapped Certificate?

- A. Physically handicapped Identity card is issued by Sub-Divisional Magistrate to handicapped persons, who are orthopaedically handicapped, mentally handicapped or are blind or deaf or dumb.

Recorded minimum disability for issue of certificate is as follows:

Physical (Orthopaedically)	40%
Deaf	90%
Dumb	100%
Blindness	90%

Q 8.1 Where do I have to go and during which hours for obtaining the Physically Handicapped Certificate?

- A. To the office of Sub-Divisional Magistrate in whose jurisdiction you reside, during working hours on any working day.

Q 8.2 Which papers/ documents/ fees, do I take with me for obtaining Physically Handicapped Certificate?

- A. Following is the list of documents/papers you should take along with you to obtain Physically Handicapped Certificate:
- Filled in application form
 - Attested photocopy of the first three pages of ration card showing proof of three years of residence
 - Attested photocopy of medical certificate in respect of disability from authorized hospital, e.g., All India Institute of Medical Sciences, Lok Nayak Jai Prakash Hospital, Hindu Rao Hospital, Safdarjung Hospital, Guru Teg Bahadur Hospital, Ram Manohar Lohia Hospital, Institute of Human Behaviour and Allied Sciences in Delhi.
 - Two Passport size photographs. One photograph should be attested from Gazetted Officer.
 - Ration Card is required at the time of submission of application form.
 - Identity card shall be given to the applicant only after getting his/her signatures on the Card.

Q 8.3 What will be the criteria used while deciding my case for the issue of Physically Handicapped Certificate?

- A. After receiving the application form, attested medical certificate and a copy of the Ration Card with a photograph of applicant, an Identity card is issued to the applicant.

Q 8.4 When will I get a response for obtaining my Physically Handicapped Certificate?

- A. You should be getting a response normally within 21 days.



Instructions for filling up the Application Form for Scholarship to SC / ST / Physically Handicapped / Female Students pursuing O/A/B/C Level Course

(Application must be received in the office of the Society within 45 days of declaration of Result)
(Candidates are advised to carefully read, understand and follow the instructions before filling up the form)

How to fill in the form: (Fill in the Form in block letters with one alphabet in one box leaving a box blank between the words.)

- Item No. 1.** Write your name as mentioned in your Registration Allocation cum Identity Card issued by DOEACC Society at the time of registration.
- Item No.2.** Write the name and occupation of your father, mother, and spouse wherever applicable separately in the boxes provided. The occupation should be specifically mentioned viz.: Business, Service, Professional (Software, Manager, Lawyer, Teacher, Doctor, Engineer etc.), House wife in case of mother, etc, if any other, please specify.
- Item No. 3.** Write the mailing address at which future correspondence be made regarding scholarship. Mention telephone no. and e-mail ID if any.
- Item No. 4.** Write your marital status.
- Item No. 5.** Write the total annual income of parents / Self / Spouse from all sources legibly and neatly, attach income certificate issued by the District Magistrate of the District where you reside. In case the gross annual income for the preceeding financial year of parents/self /spouse exceeds Rs. One Lakh, the candidate is not eligible for the Scholarship.
- Item No. 6.** Write the correct Registration No. as given in the Registration Allocation cum Identity Card, validity of the registration No. and level of course in appropriate boxes.
- Item No. 7(a)** Write the name of the institute from where you have undergone / are undergoing training.
- Item No. 7(b)** Write the institute Accreditation No.
- Item No. 7(c)** Write the date your admission in the institute.
- Item No. 7(d)** Write the Roll No. / Identity No. assigned to you by the Institute.
- Item No. 7(e)** Clearly write the number of papers / modules cleared and its month and year, and the no. of attempts in the corresponding boxes.
- Item No. 7(f)** Obtain signatures of the authorized signatory and seal of the Institute where you have undergone / are undergoing the course.
- Item No. 8.** Write the month and year of exam for which scholarship is claimed.
- Item No. 9.** Write the amount of scholarship claimed.
- Item No. 10.** Write the amount of scholarship received earlier, if applicable.
- Item No. 11.** Write the date of exam with reference to which scholarship was received earlier.
- Item No. 12.** Write the S.C/ST certificate No. and the date of issue by the competent authority. Enclose an attested copy of the same.
- Item No. 13.** If physically handicapped write the certificate No. and date of issue by Competent Authority. Enclose an attested copy of the same

Employment Opportunities

DOEACC Society endeavours to provide information to the DOEACC Qualifiers about the new openings for their employment on its Website and also by reproducing some Ads, which come to the notice of the Society. Reproduced below are some of the advertisements, which may be outdated at the time of DOEACC Newsletter reaching the students. As such, these ads are reproduced only for the information purpose with a view to inform the students that major organizations in the Private and Public Sector, do include DOEACC Qualifications in their recruitment process and they should keep looking for such ads in future and respond to them in time with the help of their institutes, if required/possible.

Employment New dated August 2002

Defence Research & Development Organization

Terminal Ballistics Research Laboratory
Sector 30, Chandigarh

Applications are invited for the following posts:

S. No.	Name & No. of Post	Pay Scale	Educational Qualification	Age Limit
1.	Admn Assistant 'A' 3 (2 Gen & 1 for OBC)	3050-75-3950-80-4590	Senior Secondary School Certificate recognized by the Central/State Govt. Accurate speed of typing in English at the speed of 30 words p,m Or in Hindi at the speed of 25 words p,m. OR Accurate speed of 8000 key depressions per hour for Data Entry in the Computer	18 to 25 yrs. upper age limit relaxable for SC/ST/OBC and Ex-Service men as existing Rules
			Desirable: Knowledge of Computer operation OR Pass in Computer Course at O Level Preference will be given to those candidates who know typing on computer both in English & Hindi.	
2.	Office Attendant 'A' 2 (1 Gen & 1 for OBC)	2550-55-2660-60-3200	Eight standard pass Desirable: Secondary School Certificate (10th Standard pass under 10+2 System) recognised by Central/State Govt.	

Employment New dated August 2002

No.A.12026/1/99-DCO(Guj)

Government of India, Ministry of Home Affairs Directorate of Census Operations

Gujarat, Ahemdabad
Batrishi Bhawan, Nr. Gandhi Ashram
Subhash Bridge, Ahemdabad – 380027

Particulars of the posts which are to be filled up on transfer on deputation in Directorate of Census Operations, Gujarat, Ahemdabad.

S. No.	Name of the Post & Pay Scale	No. of Posts	Eligibility Conditions
1.	Operator Gr.B Rs.4500-125-7000	2	Central/State Govt. employees holding analogous posts or with 5 (five) years regular service in the pay scale of Rs.4000-6000 or equivalent and possessing experience of Data Entry Work Essentials: 1. Degree of a recognised University or equivalent 2. One year certificate of proficiency in Computer from a recognised Govt. Institution preferably ' O' Level Certificate recognised by Deptt. of Electronics in Govt. of India 3. A speed not less than 8000 key depressions per hour for Data Entry Work 4. Should qualify in the Personal Computer skills test Note: Preference will be given to those who possess Degree with Science, mathematics, Commerce Statistics, Economics

The Times of India dated 21st August 2002

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

(fully owned by Government of India and Reserve Bank of India)

Recruitment of Officers in Grade 'A' and Grade 'B' in NABARD

Vacancies:

1. Assistant Manager Grade 'A' (Rural Development Banking Service (RDBS))

Eligibility Criteria:

Education Qualification (as on 01.08.2002)

A. RDBS - Grade 'A' (Assistance Manager)

(a) General: Bachelor's Degree or Master's Degree or equivalent qualification from a recognized University with a minimum of 50% marks in aggregate, or its equivalent grade. SC/ST CANDIDATES WITH MERE GRADUATE DEGREE OR EQUIVALENT QUALIFICATION ARE ELIGIBLE OT APPLY. Preference shall be given to those candidates with experience in the areas of Banking, Insurance and Commerce (b) Finance Management, Accounting & Auditing : A pass in the final examination of the Institute of Chartered Accountants (CA) of India/ICWAI or CFA or MBA (Finance) or any examination equivalent thereto. (c) Computer Science: Bachelor's Degree in Computer Science/Computer Technology/Computer Applications from a recognized University/institution or a Bachelor's Degree in any discipline with either Post Graduate Diploma from NCST or **Level 'B' Certificate from DOEACC.**

Employment New dated 17-23 August 2002
Government of India
Ministry of Defence
Rifle Factory
Ishapore, West Bengal

Applications are invited from the citizens of India for filling up the posts of Chargemen Gr.II (Technical) in the pay scale of (Rs.5000-150-8000) at Refles Factory, Ishapore.

1. Mech/IT-5 Posts (SC-1, IVC-1 & YR-3)

Qualification Essential: 3 (three) years full time Diploma in Computer Science/Technology recognized by AICTE or passed 'A' Level course in Computer Applications recognized by Department of Electronics or MCA/Engineering Graduate in Computer Science/Technology from any Govt, recognized University with 2 (two) years (minimum experience) in the following areas:

- (i) Operating System: DOS, Windows NT & UNIX
- (ii) MS-Office suite (Word, Power Point, Excel)
- (iii) Programming in D-Base/FoxPro/MS-Access/C/C++ (at least one of these languages).
- (iv) Local Area Networking
- (v) Internet Applications

Employment News dated 9-15 November 2002
No.DGE&T-A-12023/1/2002 Adm.II
Government of India

Ministry of Labour
(Directorate General of Employment & Training)
New Delhi

Appointment to the post of Programmer in the Data Processing Unit under Employment Directorate of Directorate General of Employment and Training, Ministry of Labour on transfer on deputation basis.

It is proposed to fill up one post of Programmer in the Data Processing Unit under the Employment Directorate of the Directorate General of Employment and Training, Ministry of Labour in the scale of pay of Rs.8,000-275-13500/- (revised) (Group 'A' Gasetted-Non-Ministerial). According to the Recruitment Rules, the post of Programmer is to be filled by appointment on deputation (including short-term contract) of Officers under the Central/State Govt./Universities/Recognized Research Institutes/Public Sector Undertakings/Semi-Government /Statutory or Autonomous organizations.

- (a) (i) holding analogous posts on regular basis or
 - (ii) with 02 years regular service in the posts in the scale of Rs.7,500-12,000/- (revised) or equivalent or
 - (iii) with 05 years regular service in posts in the scale of Rs.6,500-10,500/- or equivalent or
 - (iv) with 08 years regular service in posts in the scale of Rs.5,500-9,000/- or equivalent
- (b) Processing the educational qualifications and experience as under:

Essential :

- (1) Master's Degree in Computer Applications/Computer Science or Master of Technology (with specialization in Computer Applications) or Bachelor of Engineering/Bachelor of Technology in Computer Engineering/Computer Science/Computer Technology of a recognized University or equivalent.
- (2) Two years' experience of electronic data processing work including experience of actual Programming, OR
- (3) Degree in Computer Applications/Computer Science or degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent.

(4) Three years' experience of Electronic Data Processing work out of which at least one year's experience should be in actual Programming, OR

(i) Master's degree of a recognized University or equivalent or degree in Engineering of a recognized University or equivalent.

(ii) Four year's experience of Electronic Data Processing work, out of which at least two years experience should be in actual programming, OR

(i) **'A' Level Diploma under Department of Electronics Accredited Computer Courses Programme** or Post Graduate Diploma in computer Application offered under University Programme/Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.

(ii) Four years' experience of Electronics Data Processing work out of which at least three years' experience should be in actual Programming.

2. The above qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. The qualifications regarding experience is/are relaxable at the discretion of the Union Public service Commission in the case of candidates belonging to Scheduled Caste or Scheduled Tribe, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

4. The term and conditions of deputation of the officer selected for appointment against the said post will be governed by the instructions contained in the Department of Personnel and Training OM No. 2/12/87 Estt. (Pay-II), dated the 29th April 88, or such general/special orders issued or that may be issued by the Government of India from time to time.

5. It is requested that the vacancy may be given wide publicity among the eligible officers and to the attached and subordinate offices. Particulars of suitable and eligible officers, who are willing to be considered for appointment against the said posts on deputation basis and whose services could be spared by the Ministry/Departments/Universities/Government/Research Institutes/Public Sector Undertakings/Statutory or Autonomous Organizations, may kindly be forwarded to the undersigned at Directorate General of Employment and Training, Shram Shakti Bhavan, Rafi Marg, New Delhi for being considered for appointment to the post of Programmer, in the given proforma (in triplicate) in respect of each officer together with up-to-date confidential Report dossiers within 60 days from the publication of this Advt. In Employment News. While forwarding the names of officers, integrity Certificate as also a certificate to the effect that there is no vigilance case pending or contemplated against the officer may also be furnished.

6. Applications received after the last date and those not accompanied by Confidential Report dossiers will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Candidates strictly fulfilling the eligibility conditions and possessing qualifications and experience as specified in para I and who are actually willing to join the post on their selection, need only apply.

8. The maximum age limit for appointment by transfer on deputation basis, shall be not exceeding 56 years as on the closing date of receipt of application by this Directorate General (as per DOPT OM No.AB14017/48/92-Estt. (RR) dated 17/11/92).

Deputy Secretary to the Govt. of India

APPLICATION FOR THE POST OF PROGRAMMER

1. Name & Address (in Block Letters):

2. Date of Birth (in Christian era):
3. Date of retirement under Central/State Govt. Rules:
4. Educational Qualification:
5. Whether educational & 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)

Qualifications/ Experience required	Qualification/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 requirements 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:
 8. Nature of present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent
 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 to which you belong
 10. Additional details about present employment. Please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organizations (d) Government undertakings (e) Universities
 11. Are you 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. Enclose a separate sheet, if the space is insufficient.
 14. Whether belongs to SC/ST :
 15. Remarks
- Date _____ Signature of the Candidate
Countersigned _____ Address _____
(Employer)

**CERTIFICATE TO BE FURNISHED BY THE
EMPLOYER/CADRE/CONTROLLING AUTHORITY**

1. Certified and verified that the particulars furnished by the applicant above are correct as per the service book records held by this office/Ministry/Department;
2. Certified that no disciplinary proceedings/vigilance case is pending/contemplated against the above officer.

Dated: _____ Signature with rubber stamp
Name: _____ Official seal of employer
cadre controlling authority

Employment News dated 9-15, 2002

**NATIONAL MINORITIES DEVELOPMENT & FINANCE
CORPORATION**

(A Govt. undertaking, Ministry of Social Justice & Empowerment)
1, Taimoor Nagar, Opp. D-996, New Friends Colony, New Delhi – 110065.

The National Minorities Development & Finance Corporation has authorized share capital of Rs. 500 crores & registered under Section 25 of the Companies Act, 1956 (not for profit). The company has been set up with the main objective to provide financial assistance to the poorer sections amongst the minorities for self-employment ventures. The Corporation is looking for filling up the following posts on deputation/direct recruitment basis. The post of Dy. General Manager (Finance) will be filled in on deputation basis and rest of the posts will be on direct recruitment basis.

1. DEPUTY GENERAL MANAGER (FINANCE) (1-POST)
2. ASSISTANT MANAGER (FIN) (1-POST)
3. ASSTT. MANAGER (PROJECTS) (1-POST)
4. **ASSTT. PROGRAMMER (1-POST)**
 - a. **Pay Scale** : Rs. 5050-150-8050 (IDA)
 - b. **Qualification** : B.Sc. in Computer Science or Graduate with Mathematics with 1 year PG Diploma in Computer application from a recognized institution or **equivalent DOEACC recognized qualification.**
 - c. **Experience** : One-year experience in PC based application packages and good knowledge of MS-DOS, Windows, Network programmes etc.
 - d. **Age**: Below 30 years
5. **CLERK-CUM-TYPIST (1-POST)**

Reservation for SC/ST/OBCs in the above posts will be allowed as per Govt. of India's order on the subject matter. Candidates who had domiciled in the Kashmir division of the state of the Jammu and Kashmir will be given age relaxation as per the Govt. of India's orders. In addition to pay & Industrial Dearness Allowance, other allowances, admissible will include house rent allowance @ 30% of the basic pay of the company leased accommodation, to eligible executives, City Compensatory Allowance, Medical Allowance & Medical facility, Children's Education Allowance, Newspaper Allowance, Transport Subsidy/Conveyance Allowance, Leave and LTC Encashment, CPF and Gratuity as per the rules of the corporation, Experience can be relaxed in case of exceptionally otherwise found suitable candidates at the discretion of the management. Management reserves the rights to upgrade the minimum eligibility criteria for the purpose of short-listing the candidates to be called for the interview with a view to restrict number of candidates to be considered in proportion of the vacancies. Age limit for direct recruitment will be reckoned as on 31.10.2002.

Terms & Conditions of Deputation:

1. The deputation shall ordinarily be for 3 years. However, initial offer will be made for 1 year.
2. The candidates will have option to either opt for deputation allowance (as per rules) or prescribed pay scale.
3. The perks and allowances will be admissible to the candidates working in same pay scale as that of regular employees of the NMDFC.
4. The candidates will not be allowed to withdraw their candidature subsequently.

The interested and eligible candidates may apply in the prescribed proforma in plain A4 size paper, as per the Annexure-I in case of recruitment on deputation basis. The application on deputation basis should also be supported with the CR Dossiers of last 3 years, Vigilance Clearance and integrity Certificate. In case of direct recruitment, applications can be made in the prescribed format in plain A4 paper as per Annexure-2. The applicants in both the cases should send their applications with full details alongwith recent passport size photographs to the Sr. Manager (P&A), National Minorities Development and Finance Corporation, 1 Taimoor Nagar, Opp. D-996, New Friends Colony, New Delhi – 110065 within 6 weeks from the date of publication of this advertisement. Application not in conformity with the above formats and received after the closing date are liable to be rejected and no communication will be entertained in the regard. Applicants working with Govt./PSU/Statutory, Autonomous Bodies should apply through proper channel or submit the no objection certificate at the time of interview. The advertisement can also be downloaded from our website www.nmdfc.org.

Annexure - I

Application for the post of in the National Minorities Development & Finance Corporation on deputation basis:

1. Name of the Applicant (in Block Letters) _____
2. Correspondence address with Telephone No.: _____
3. Date of retirement from Govt. Service: _____
4. Educational/Professional Qualifications _____
(a) Examination (b) Year of Examination (c) Board University (d) Main Subject _____
5. Proficiency in Computer _____
6. Details of post presently held on regular basis
(a) Present post held (b) Office (c) Scale of pay (please specify whether in IDA or CDA (d) Present Basic therein (e) Date of appointment (f) Nature of Duties _____
7. Service particulars in chronological order (post-wise): _____
8. Whether SC/ST/OBC. If so, mention caste/Tribe _____
9. Any other details not covered by the above _____

Date :

Place : _____ Signature of Applicant

The above information has been verified and found correct. He will be relieved in case of his selection.

Signature of the Sponsoring Authority with Seal

Annexure-2

Application for the post of in the National Minorities Development and Finance Corporation on direct recruitment basis.

- 1 Post applied for _____
- 2 Full Name _____
- 3 Fathers/husbands name _____
- 4 Category (SC/ST/OBC/GENERAL) attach attested copy of the caste certificate _____
- 5 Postal address for communication _____
- 6 Permanent Home Address _____
- 7 Date of birth and age as on 30th Oct 2002 _____
- 8 Academic/Professional Qualifications starting from High School onwards giving Name of the course, discipline of study, name of the University/Institution, year of passing and percentage of marks/division _____
- 9 Details of present and past employment giving name (s) of the employer, post held from time to time with pay scale whether revised or re-revised IDA/CDA and nature of experience, job specification against each post _____
- 10 Whether earlier appeared for interview in NMDFC, if so, give post and date of interview _____

Date :

Place : _____ Signature of the Applicant

Employment News dated 9-15 November 2002

**Employees' Provident Fund Organization
Head Quarters**

(Ministry of Labour, Govt. of India)
Bhavishya Nidhi Bhawan
14-Bhikaji Cama Place, New Delhi

Filling up of the posts on deputation basis

Applications are invited from the eligible candidates to fill up the following posts in Headquarters and Zonal Vigilance Directorate of North Zone at New Delhi of the Employees' Provident Fund Organization as per the details and eligibility conditions for the posts given below:

Sl. No.	Name of the Post	Scale of Pay	Place of posting	No. of Posts
1.	Deputy Director	Rs.10000-	Zonal Vigilance Directorate	01

2.	(Vigilance) Deputy Director (IS)	325-15200/-	of North Zone at Delhi Headquarters, New Delhi	(one) 01
3.	Executive Egn. (Elect)	Rs.10000-325-15200/-	Headquarters, New Delhi	(one) 01
4.	Executive Engr. (Civil)	Rs.10000-325-15200/-	Headquarters, New Delhi	(one) 01

B. Eligibility conditions for Deputy Director (Information Services): Officers of the Central Government/State Government/ Employees' Provident Fund Organization

i) holding analogous posts on regular basis; or
ii) with (05) five years regular service in posts in the pay scale of Rs. 8000-275-13500 or equivalent; or

iii) with six/eight years' regular service in posts in the pay scale of Rs.7500-250-12000/Rs.6500-200-10500 respectively or equivalent; and

Should possess the following educational qualifications and experience

(A) (I) Masters Degree in Computer Application/Computer Science or M.tech (with specialization in Computer Application or BE/B.Tech in Computer Engineering /Computer Science/Computer Technology of a recognized University or equivalent, AND (ii) 5 years' experience of Electronic Data Processing out of which at least 2 years' experience should be in actual programming, OR

(B) (I) Degree in Computer Applications/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent, AND (ii) 7 years experience of Electronic Data Processing work out of which at least 3 years experience should be in actual Programming, OR

(C) (i) Masters Degree of a recognised University or equivalent or Degree in Engineering of a recognised university or equivalent, AND (ii) 8 years experience of Electronic Data Processing out of which at least 4 years' experience should be in actual computer Programming, OR

(D) (i) **'A' Level Diploma under DOEACC Programme** or Post Graduate Diploma in Computer Application offered under University Programme/Post-Polytechnic Diploma in Computer Applications awarded by State Council of technical Education or equivalent, AND (ii) 8 years experience of Electronic Data Processing work out of which at least 4 years' experience should be in actual computer Programming.

Proforma for Application

1. Post applied for :
2. Name and Address in Block Letters:
3. Date of Birth (in Cristian era):
4. Details of employment, in chronological order. Enclosed a separate sheet, duly authenticated by you signature, if the space below is sufficient:

Office/ organization	Post held	From	To	Scale of Pay & last Basic pay	Period of experience
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5. Present basic pay, total emoluments per month now drawn:
6. Additional information, if any, which you would like to mention in support of you suitability for the post, Enclose a separate sheet, if the space is insufficient.
7. Whether belong to SC/ST/OBC:
8. Number of documents enclosed. Indicate in a separate list.

Address Signature of the candidate
Telephone No.

Date :

1. Certified that the particulars of the officer has been verified and found to be correct.
2. It is also certified that no disciplinary proceedings are pending/contemplated against the officer. The integrity of the officer is also certified. Copies or ACB years are enclosed.

(Signature of Cadre Controlling Authority/
Head of the Department with Stamp)
Telephone No.....

All India Overall Toppers – July 2002 Examination

'O' Level

Rank	Regn. No.	Name of Student	Name of Accredited Institute/ACCR. No.
1	316436	Poonam Balani	UPTEC Computer Consultancy Ltd. O0655
2	323470	Maneesh Gupta	Academy of Kanishka Computers O0517
	342605	Divya Gupta	Interactive Institute of Information Technology O01155
3	310234	Pooja Sharma	Direct

'A' Level

Rank	Regn. No.	Name of Student	Name of Accredited Institute/ACCR. No.
1	292668	Gajendra Chhipa	Cistems School of Computing, Jaipur A0013
2	264392	Neetu Ahuja	Indian Institute of Quality Management, Jaipur A0123
3	261155	S Bhooma	Jet-in-Park, Chennai A0079

All India Module/Paper-wise Toppers – July 2002 Examination

'O' Level

Module	Subject	Name of Student	Name of Institute/ACCR No.
M1.1	Information Technology	Raj Kumar Santoshi	Electronics Research & Development Centre of India, Noida O0809
M1.2	Internet & Web Page Designing	Poonam Balani	UPTEC Computer Consultancy Ltd. O0655
M1.3	Client Server Computing	Ajay Kumar Rao J	Direct
M2	Personal Computer Software	Nisha Gambhir	Direct
M3.1	Business Systems	Jyoti Gupta	School of Computer Education O0601
M3.2	Desk Top Publishing & Presentation Graphics	Dheeraj Kandwal	Direct
M3.3	Computerized Financial Accounting	Vijay Kriplani	Mohan Software Pvt. Ltd., O0575
M4.1	Programming & Problem Solving through 'C' Language	Manjul Gupta	Direct
M4.2	Programming & Problem Solving through COBOL	Tom Chandy	Micro Computer Data Systems Institute O0402
M4.3	Programming & Problem Solving through Visual Basic	Som Dutt Tripathi	UPTEC Computer Consultancy Limited O0937

'A' Level

Paper	Subject	Name of Student	Name of Institute/ACCR No.
A1	Personal Computer Software	Vyas Ruchita Kaushik Bhai	Gujarat Law Society A0277
A2.1	Business Systems	Subhanbrata Roy	Institute of Computer Engineers (I) A0004
A2.2	ERP Fundamentals	Jimmy Mathai	Direct
A3	Computer Organization and System Software	S.N. Shah	Dugar Computers A0042
A4	Programming and Problem Solving through 'C' Language	Nesadia Kelvin Kumar	Direct
A5	System Analysis, Design and MIS	Hanish Thapar	UPTEC Computer Consultancy Ltd. A0174
A6	Data Structure through 'C' Language	Ashish Sarna	Direct
A7	Introduction to Data Base Management	Shweta	B S M (M) Centre for Computer Education A0170
A8	Computer Graphics	Sandeep Kumar	MBIT Computraining Pvt. Ltd., A0053
		Dhirendra Kumar	Direct
		K Phani Kumar	Prabhala Hi-Tech Enterprises A0253
A9	Data Communication Network	Mukesh Nigam	UPTEC Computer Consultancy Ltd. A0160
A10.1	Unix & Shell Programming	Purnima Prabhakar	Direct
A10.2	Introduction to Object Oriented Programming and C++/Visual C+	Gajendra Chhipa	CISTEMS School of Computing A0013
A10.3	Programming in JAVA	Arpit Agarwal	Northern Computers A0124
A10.4	Introduction to Object Oriented Programming and Visual Basic	Shruti Khandelwal	K.K. Business Computers Pvt. Ltd. A0111



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