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# DOEACC SOCIETY

(A Scientific Society of Department of Information Technology, Ministry of Communications & Information Technology, Government of India)  
New Delhi-110 003

## Recruitment to the post of Director, DOEACC Society, Aurangabad Centre

DOEACC Society, New Delhi, an Autonomous Scientific Society of the Department of Information Technology, Ministry of Communications & IT, is a premier IT Education & Training Institution of the Government of India in the formal and non-formal sector. The objective of the Society is 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 related activities in India and abroad. The Society is presently engaged in implementation of national level schemes for Education & Training in Computers, Bio-Informatics, Computer Hardware, ITES- BPO, Embedded Systems, VLSI Design, Multi-media and Animation, amongst other programmes.

The Society currently has 15 Centres located at Aizawl, Agartala, Aurangabad, Calicut, Chandigarh, Chennai, Gangtok, Gorakhpur, Imphal, Itanagar, Kolkata, Kohima, Shillong, Srinagar/Jammu, Tezpur/Guwahati, and Regional Offices at Pudukottai and Patna catering to the needs of Education & Training, Consultancy and related activities, in the area of IECT. There is also a network of about 900 Institutes in the private sector accredited for DOEACC 'O', 'A', 'B' & 'C' level computer courses and DOEACC CHM-'O' and 'A' level hard ware courses.

DOEACC Centre (formerly CEDTI), Aurangabad has been established primarily to develop quality manpower and skilled professionals in the field of Information, Electronics, Communications Technology (IECT). The Centre offers industry specific quality training at affordable cost (AICTE approved two years "M.Tech Electronics Design & Technology (EDT)" and three years "Diploma in Electronics Production and Maintenance (DEPM)" and various Short Term Courses (STCs) in AIECT area. The Centre also undertakes innovative electronics product design and development & projects, offers consultancy and services to industries and implements DOEACC Schemes on Software, Hardware and ITes-BPO, etc. The Centre is looking for a dynamic, devoted and result oriented candidate for the post of the Director on direct recruitment on regular basis to play a key role in Academic, R&D, Schemes and Projects in the IECT area. The Centre is headed by an Officer of the level of Director (Pay Scale; PB-4 with Grade Pay of Rs. 10,000/).

Applications are, therefore, invited for the post of Director for DOEACC Society, Aurangabad Centre, in the Scale of Pay of PB-4: Rs. 37400-67000 with Grade Pay of Rs. 10,000/- (pre-revised Scale Rs. 18,400-22,400).

**Method of Recruitment:** Direct Recruitment/Transfer (absorption)

### A. Direct Recruitment:

Educational qualification and 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/Electrical/Mechanical/Production/Industrial Design etc.; or equivalent with 20 years experience.

### B. Transfer (absorption):

- In case of **recruitment by Transfer (absorption):**

Officers of Central/State Govt../PSUs/Autonomous bodies holding analogous post on regular basis:

OR

having 5 years' regular service in the pre-revised scale of pay of Rs.16,400-450-20,000.

- possessing the qualifications prescribed for Direct Recruitment.

**Age Limit:** Below 50 years for Direct Recruitment (Relaxation as per the Government of India Rules) and 56 years for transfer/Absorption. The age will be as on the last date of receipt of applications.

**JOB RESPONSIBILITIES:**

The Director Shall be:

- i) Head of the Centre/Institute and responsible for planning, management and running of the Centre under the overall guidance of Executive Director.
- ii) Shall be the Chairperson of the Executive Committee of the Centre;
- iii) As Head of the Institute/Centre, shall be responsible for providing dynamic leadership on all technical, administrative and financial functions and
- iv) He/She is expected to fully exploit the potential of delivery mechanism of Institute to ensure generation of quality human resources in the area of IECT. .
- v) Shall be responsible for Training, Quality Evaluation, Skill Certification, Development of learning material, Coordination and implementation of projects, updation of Syllabi, development and updating the admission/ registration, delivery & Examination / certification process etc.

**How to Apply:**

Candidates meeting the above eligibility requirements may send their applications complete in all respects in the prescribed format (Annexure-I) along with attested copies of certificates relating to qualifications, relevant experience, date of birth, caste etc. by the last date prescribed for receipt of applications in an envelope superscribed as “Application for the post of Director, Aurangabad Centre” and addressed to: **The Registrar, DOEACC Society, Electronics Niketan, 6, CGO Complex, New Delhi – 110 003**

Persons working in Government/PSUs/autonomous organizations may send their application **through proper channel** along with photo copies of upto date ACR dossiers for the last 5 years duly attested by an officer not below the rank of under Secretary or equivalent and vigilance/disciplinary clearance. Applications received directly will not be entertained.

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

Note:

1. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
2. Only short-listed candidates will be called for interview. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for interview.
3. The experience as mentioned above should be after acquiring the essential qualification(s). However, in case of full time M.Tech and Ph.D holders, the weightage in experience for such candidates would be 2 years and 3 years respectively. The candidates who have done M.Tech and Ph.D while in service (part time basis), no such weightage in experience would be considered.
4. For application form the candidates may log on to the website; [www.doeacc.edu.in](http://www.doeacc.edu.in), [www.doeacc.ac.in](http://www.doeacc.ac.in), [www.doeaccaurangabad.org.in](http://www.doeaccaurangabad.org.in).

**Proforma for Application**

Application for the post of .....

Recent  
pass-port  
size  
photograph

- 1. Advertisement No.: .....
- 2. Name in full beginning with surname (in block letters): .....
- 3. Nationality: .....
- 4. Marital Status: (married, single, widower or widow) .....
- 5. Father's name: .....
- 6. Date of birth (in Christian Era) (in figures): .....
- 7. Address for correspondence with PIN Code:

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- 8. Do you fall in any of the following categories: .....

  - (a) Scheduled Caste : Yes / No
  - (b) Scheduled Tribe : Yes / No
  - (c) Ex-defence Personnel : Yes / No
  - (d) OBC : Yes / No
  - (e) Physically handicapped : Yes / No  
(specify which type of PH)

9. Educational History:

Name of Institution / Board / University	Exam / Degree	Year of Passing	Main Subject with %age of marks in each	Marks %age aggregate and Division

10. Professional Training:

Organization	Period	Details of Training

11. Employment records (Details in chronological order, starting with first job):

Name & address of employer / institution	Period of service From – To	Designation (with scale of pay)	Description of work	Whether permanent or temporary	Reason of leaving

12. Details of present employment:

- (i) Designation of the post held :
- (ii) Date from which held :
- (iii) Scale of the pay of the post :
- (iv) Whether present post is held on Regular / tenure / deputation or adhoc basis and since when :
- (v) If on deputation, details of post held :  
On regular basis / scale of pay and since when
- (vi) Name of the organization with full address indicating name and designation of the contact person and telephone / fax numbers :
- (vii) Category of the Organization:  
(a) Government / State Government  
(b) PSU / Autonomous Bodies  
(c) Private

13. Provide the detail break up of remuneration in your last / present job:

- (i) Basic pay per month: .....
- (ii) Other allowance (indicate each separately): .....
- (iii) Total emoluments: .....
- (iv) Next increment due on: .....

14. Resume of Research work / experience, if any, (one set of reprints be furnished, if available)

15. Field of special interest: .....

16. Are you under any contractual obligation to serve the Central / State Government / any other Public Sector Undertaking / Autonomous Body? If so, please furnish full details.

17. Name and address of two persons (not relatives) to whom reference can be made regarding your professional competence:

18. One page write-up on analyzing your experience with reference to the functions / activities described in the advertisement.
19. Whether applying on Direct Recruitment or transfer (i.e. absorption basis)
20. Any other information you may wish to add:
21. **Declaration:** I shall, if and when required, take temporary / permanent duty in the discharge of DOEACC Society assignments anywhere in India or abroad.

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

Place:.....

Date:.....

Signature of the candidate

Name: .....

Phone/Mobile No. ....

## 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.

Place:

Date:

Signature:.....

Name:.....

Designation:.....

Department /

Organization:.....

(Seal)

