



DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(A DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT 1956), GIRINAGAR, PUNE-411025).
 (An Autonomous Organisation fully funded by Department of
 Defence Research & Development, Ministry of Defence)



Advertisement No.02-NTS-2018

Date: 13th July 2018

APPOINTMENT TO NON-TEACHING POSTS

- The Defence Institute of Advanced Technology (DIAT) a Deemed to be University u/s 3 of UGC Act, 1956 is a premier educational institution significantly contributing in the sphere of Human Resource Development for the Defence Forces by way of imparting education, research and training on Defence Technology to the officers of Armed Forces, Scientists of the DRDO, Technical officers of the Ordnance Factory Board, Directorate of Quality Assurance, Defence Public Sector Undertakings and friendly foreign countries. The Institute is also active in carrying out result oriented research as required for defence and national security.
- The Institute is located in a picturesque environment on the banks of Khadakwasla lake surrounded by Sahyadri hills. There is an all weather road between NDA and DIAT. The nearest Airport (30 kms) is at Lohegaon, Pune. The DIAT Campus is well served by the Pune Municipal Transport buses.
- DIAT invites applications from the eligible candidates (Only Indian Nationals) for the following Non-Teaching posts to be filled by deputation. The details are as under:-

Sr. No.	Post	Minimum Educational Qualifications (i.e. Essential & Preferential), Experience etc
(a)	<p><u>ASSISTANT REGISTRAR</u></p> <p><u>Mode of Recruitment:</u> Deputation</p> <p><u>Pay</u> : 7th CPC matrix Level-10</p> <p><u>No. of Posts</u> : 02 [Administration-01;Accounts-01]</p> <p><u>Reservation Position / Status:</u> UR</p> <p><u>Age Limit for deputation</u> : 56 yrs</p> <p><u>Period of Probation</u> : NA</p> <p><u>Last date for receiving the applications</u> : 17/08/2018</p>	<p>(i) <u>Essential</u> : Officers from Central or State Government/ Autonomous Bodies / Government controlled & funded recognized Research Institutions / Universities / Public Sector Undertakings:</p> <p>(a) Holding analogous or equivalent post on regular basis in the relevant field.</p> <p align="center">AND</p> <p>(b) A good academic record plus Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale; and 5 years experience or administration/Accounts as Superintendent as in an equivalent post in Government Department/University/Education or Research Institution.</p> <p>(ii) <u>Preferable</u>: M. Phil / Degree in Law obtained after graduation / MBA in HR or Finance or Systems / MCM, MCS, MCA / M.Ed./ MPM or equivalent (Awarded by University recognized by UGC or AICTE).</p> <p>(iii) <u>Desirable</u> : CA/ICWA (Final or Inter qualification).</p> <p><u>Note</u>: Assistant Registrar for Finance/Internal Audit shall have passed SAS or equivalent examination of Central or State Govt. in addition to the essential qualifications prescribed above.</p>

4. HOW TO APPLY :

Candidates are required to visit DIAT website ie. www.diat.ac.in to download the application form, available in sub-section :Careers@DIAT. The filled in application form (hard copy) duly signed by the candidates with photo pasted at the designated place along-with copies of educational qualifications certificate(s), Caste Certificate(s) and other testimonials in support of experience etc. should be sent in a sealed envelope superscribed 'Application for the post of **ASSISTANT REGISTRAR** against Advt. No.02-NTS-2018 by Registered / Speed Post only, to the "**Joint Registrar (Admin.), Defence Institute of Advanced Technology, Girinagar, Pune-411025** so as to reach on or before the last date of receiving the application as mentioned for each post. Applications received after last date, without the prescribed fee, certificate and testimonials and incomplete applications are liable to be rejected summarily.

6. GENERAL CONDITIONS/INFORMATION:

- (a) Applications from candidates presently employed in the Central or State Government/ Autonomous Bodies / Government controlled & funded recognized Research Institutions / Universities / Public Sector Undertakings will only be considered.
- (b) Age, experience and qualifications as prescribed in the advertisement shall be counted as on the closing date for receiving the applications as mentioned for each post i.e. as on **17/08/2018**.
- (c) Candidates should send the applications through proper channel with their employer's signature in the relevant portion of application form alongwith attested copies of ACR/APAR for the preceding five years, Vigilance Clearance certificate and integrity Certificate. Candidature of internal candidates, if any, will be considered under composite method of recruitment.
- (d) While forwarding the applications it may kindly be verified and certified that the particulars furnished by the officers are correct and that no disciplinary case is pending or contemplated against the incumbent.
- (e) Those who send applications as advance copy will be considered only if their application through proper channel is received alongwith all supporting documents before date of interview.
- (f) Relaxation in educational qualifications and/or experience will only be considered in case of exceptionally meritorious candidates with the approval of the Competent Authority.
- (g) DIAT reserves the right to:
- (i) increase/decrease the number of vacancies;
 - (ii) not to recruit any one against the advt. without assigning any reason.
- (h) Since the applications may be short-listed, mere possessing the prescribed qualifications and requisite experience would not entitle a person to be called for Interview. The Institute may restrict the number of candidates to be called for test/interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. Candidates should, therefore, furnish proof of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed. **Institute will not accept / include / attach any testimonial/proof of qualification/experience sent after the closing dates.**
- (h) Candidates are advised to send their application well before the last date so as to avoid any delay. Applications received after the due date is liable to be summarily rejected. *Postal delay shall not be entertained as a valid reason for late receipt of Application.*
- (j) Both ways 2nd AC Class train fare is reimbursable to outstation candidates invited for the interview.
- (k) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- (l) Canvassing in any form will be a disqualification.
- (m) No correspondence/queries will be entertained in respect of advertisement, interview, selection etc. Candidates are requested to check the DIAT Website www.diat.ac.in for related information from time to time.
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