



BIPIN TRIPATHI

# KUMAON INSTITUTE OF TECHNOLOGY

(An Autonomous Institute of Govt. of Uttarakhand)

Dwarahat - 263653, Distt. Almora (Uttarakhand)

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## Employment Notice No. : KEC/NT/02/2012-13

Applications are invited from the eligible candidates for selection of the following posts upto 22.04.2013 (upto 5:00PM) through Registered/Speed Post. Applicants are required to enclose in IPO/Bank Draft (Rs. 500/- for UR & Rs. 200/- for SC/ST) which should be in the favour of the Director, Kumaon Institute of Technology, Dwarahat (Almora) payable at State Bank of India, Dwarahat, Almora (Bank code 10584).

S.No.	Name of Post with Category and pay scale	Education Qualification & Experience
01.	Registrar (01-UR) (Rs. 15600-39100 (GP Rs. 6600/-)	First or High Second Class Bachelor's Degree with seven years experience in a responsible administrative capacity in an University or a Technical Institution or in any Govt. Deptt., at the post of Deputy Registrar or equivalent. Good knowledge of Hindi & English. Desirable: a) Degree in Law/MBA and knowledge of Computer Applications. b) Experience in establishment and general administration & accounts in a responsible position in a reputed Technical Institution/Govt. Organisation.
02.	Account Officer (01 UR) Rs. 15600-39100 GP Rs. 5400/-	Working as Asstt. Account Officer OR Working as Accountant in Uttarakhand Accounts Services in the payscale Rs. 9300-34800 GP Rs. 4800/- with three years experience and working knowledge of computer.
03.	Librarian 01 (UR) Rs. 15600-39100 GP Rs. 5400/-	First or High Second Class full time M.Lib. Degree with 05 years experience as Dy. Librarian or equivalent in any University or Engineering Institution. Desirable: Knowledge of Computerized Library system and use of Library Software.
04.	Programmer (01 SC) Rs. 15600-39100 GP Rs. 5400/-	B.E./B.Tech in Computer Science & Engineering OR MCA/M.Sc in Computer Science with 01 year experience OR Post Graduate Diploma in Computer Science with 05 years experience in operating computer systems and writing computer programmes.
05.	Assistant Registrar (01 UR) (01 SC) Rs. 9300-34800 GP Rs. 4200/-	First or High Second Class Bachelor's Degree with 05 years administrative experience of office working in supervisory grade with knowledge of Govt./Univ./Engineering College or equivalent rules. Desirable: Degree in Law/MBA and knowledge of computer applications or experience in accounts in a responsible position.
06.	P.A. to Director (01 UR) Rs. 9300-34800 GP Rs. 4200/-	A Graduate with a shorthand & typing speed of 120 and 80 & 60 and 40 words per minute in English & Hindi respectively. Knowledge of working in computer and 05 years related experience.
07.	Assistant Librarian (01 UR) Rs. 5200-20200 GP Rs. 2800/-	Bachelors Degree in Library Science with 05 years experience in an Engineering College/University Library OR Post Graduate Degree in Library Science with 03 years experience. Desirable: Knowledge of Computer Applications & Internet.
08.	Stenographer (01 SC) Rs. 5200-20200 GP Rs. 2800/-	A Graduate in any discipline. Shorthand/Typing speed in English & Hindi as 120/80 & 40/30 words per minute and 02 years experience. OR Intermediate with Diploma in Stenography & Secretarial Practice & having a speed of 120/80 & 40/30 words per minute in English/Hindi & having 05 years experience.
09.	MGA (01 UR) Rs. 5200-20200 GP Rs. 2800/-	Diploma in Mechanical with three years experience in related field.
10.	Cashier (01 UR) Rs. 5200-20200 GP Rs. 2000/-	B.Com with accountancy & 02 years experience in accounts work and use of latest accounts software is desirable.
11.	Cataloguer Clerk (01 UR) Rs. 5200-20200 GP Rs. 2000/-	Bachelor's Degree in Library Science with one year experience in any Educational Institution and computer awareness. OR Diploma in Library Science with 02 years experience in any Educational Institution and computer awareness.
12.	Lab Assistant (01 UR) Rs. 5200-20200 GP Rs. 1900/-	Intermediate with Science (Physics & Chemistry) discipline with 05 years experience of working in Science/Engineering Laboratories. OR ITI Certificates in appropriate discipline with 05 years experience. OR Diploma in appropriate discipline.
13.	Electrician (01 UR) Rs. 5200-20200 GP Rs. 1900/-	ITI Certificate from recognized Institution in respective trade with 03 years working experience. Desirable: License holder as recognized by the State Govt.
14.	Hostel Clerk (01 SC) Rs. 5200-20200 GP Rs. 1900/-	Intermediate with typing knowledge with 60 and 40 word per minute in English and Hindi (with computer skills) 01 year experience as typist.

For the post of Group 'C' the selection process will be adopted as per the G.O. No. 752/xxx(2)/2007 dated 25.04.2007 as under. Interview will be held for the posts as specified below where necessary.

- The incumbents are allowed to carry with them the question paper after the examination.
- Every correct answer carry 1 mark and each incorrect answer carries negative marks of ¼.
- For the Post of Hostel Clerk Sl. 14. There will be a written test carrying 100 questions of general knowledge/general studies/general hindi upto intermediate level.
- For the post at Sl.No. 6 and 8 there will be a written test of 100 questions of General Hindi/General Knowledge/General Studies upto level of Graduate/Intermediate. Shorthand/Typing test will also be conducted separately.
- For the post at Sl.No. 10. There will be written test of 50 questions of General Knowledge/General Hindi/General Studies upto the level of intermediate and 50 questions from commerce upto level of Graduate.
- For the post of Sl. No. 07 and 11. There will be a written test of marks 70 upto level Graduate in Library Science and 30 marks for Interview.
- For the post at Sl.No. 09, 12, & 13 appointment related to trade & post. There will be a written test of 70 marks and 30 marks for interview.
- Age limit for the posts of Group 'C' direct recruitment & Programmer (Group - B) shall be minimum 18 years and maximum 35 years as on 1st July, 2012 for General Candidates. Reservation is applicable to the candidates SC/ST/OBC as per the Government Order of Uttarakhand Govt. Age relaxation of 05 years to SC/ST/OBC category candidates.

### Format of Application:

Please quote the following clearly in your application format. (01) Advt. No. (02) Name of the Post (03) Category (04) Full Name (05) Father's Name (06) Date of Birth (07) Address for correspondence with Phone/Fax/email etc. (08) Educational Qualification starting from High School onwards up to graduation/post graduation level. (09) Working experience (10) Other details. (11) Applicant's Signature. The above statement should be signed by the applicant.

### Note:

- Horizontal reservations for women/physically handicapped/ex-servicemen/dependent of freedom fighter/Uttarakhand state Andolankari/Distinguished sportsman shall be given as per existing norms of government of Uttarakhand.
- The number of posts may be increased or decreased. Institute reserves right to cancel all or any post without any reason.
- Those who has applied earlier for above posts may send their update bio-data without application fee.
- Age relaxation to Uttarakhand Aandolankaries will be given as per the norms.
- The name of applied post should be written on the top of the envelope clearly and may be send to the Director, Bipin Tripathi Kumaon Institute of Technology, Dwarahat - 263653, Distt.-Almora (Uttarakhand).

Director

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