



Dr. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY,
P.O. Lonere, Tal. Mangaon, Dist. Raigad, Pin 402103, Maharashtra

ADVERTISEMENT FOR THE ADMINISTRATIVE POSTS

Applications are invited for the following administrative posts of this University. The details about qualifications, pay band with grade pay along with the Application Form are available on the University website (www.dbatuonline.com). The duly filled in applications should reach the I/c Registrar, Dr. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, Lonere on or before 15th July, 2013.

| Name of the Post | Pay Band with Grade Pay | Number & Category of Posts | Advertisement No. |
|----------------------------|-----------------------------------|---------------------------------------|--------------------------|
| Registrar | Rs. 37,400-67,000, Grade Pay 8700 | 01 - Isolated tenure Post | Estt./Admn-01/2013 |
| Controller of Examinations | Rs. 15,600-39,100, Grade Pay 6600 | 01 - Isolated tenure Post | Estt./Admn-02/2013 |
| Finance Officer | Rs. 15,600-39,100, Grade Pay 6600 | 01 - Isolated tenure Post | Estt./Admn-03/2013 |
| Deputy Registrar | Rs. 15,600-39,100, Grade Pay 6600 | 01 - Open to all | Estt./Admn-04/2013 |
| Administrative Officer | Rs. 15,600-39,100, Grade Pay 5400 | 01 - Open to all | Estt./Admn-05/2013 |
| Librarian, (Diploma IOPE) | Rs. 15,600-39,100, Grade Pay 6000 | 01 - Scheduled Caste | Estt./Admn-06/2013 |
| Registrar, (Diploma IOPE) | Rs. 9300-34,800, Grade Pay 4400 | 01 - Open to all | Estt./Admn-07/2013 |

Place: Lonere

Date: 27 /05/2013

I/c REGISTRAR

ADVERTISEMENT FOR THE POST OF REGISTRAR
Advertisement No. Estt./Admn-01/2013

Applications, **in the prescribed form**, are invited for recruitment to the post of **REGISTRAR**.

1. Scale of pay: Pay Band Rs. 37,400 - 67,000, Grade Pay Rs. 8700 (Isolated Tenure Post)

2. Minimum Qualification & Experience:

- (i) Masters degree with at least 55% marks or its equivalent grade
(ii) At least 15 years of experience as Lecturer of which eight years should be in Assistant Professor Grade (Scale Rs.12000-18300 or PB-3 AGP 8000) with experience in Educational Administration.

OR

15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post.

OR

Similar/comparable experience in Research Establishment, Educational Institute, University or Government Organization

3. Desirable: (i) Considerable experience in educational administration, financial and accounts management and capacity to lead the administration in a residential institution and knowledge of computer and web-based administration. (ii) Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R&D institution, all-round ability to co-ordinate and lead a team of officers with varied expertise.

4. General Conditions: (i) Unless already in the service of universities or affiliated colleges, the candidate shall be above 45 years of age. The age of superannuation shall be 58 years. However, in the case of persons treated at par with teachers, it shall be 60 years. (ii) The appointment will be on Deputation/Contract basis for 5 years or till the age of 58/60 years, as the case may be, whichever is earlier (iii) The appointment can be renewed for another term for eligible cases. (iv) Besides the pay & allowances, leave, medical facilities etc. shall be admissible as per the rules. (v) The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview. (vi) The University reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement. (vii) The University also reserves the right of rejecting any or all the applications without assigning any reason thereof. (viii) Person serving in Government Departments, Autonomous Organizations, Corporations, Boards etc. may also apply through proper channel, for appointment on deputation. (ix) Application form should be downloaded from the University website www.dbatuonline.com. The same may also be obtained from the university office during office hours. (x) Any disputes with regard to the selection/recruitment process will be subject to the provisions in the University Act and Statutes. (xi) **Last date for receipt of completed application form in the prescribed format is 15th July, 2013.** (xii) Canvassing in any form and bringing any influence, political or otherwise, will be treated as a disqualification for the post.

5. Job Description: As per the University Act and Statutes, the Registrar of the University is the custodian of records, the common seal and the funds of the University and such other property of the University as the Executive Council shall commit to his charge. He is the Secretary to the Executive Council, Academic Council and such committees as may be prescribed by the University Act and Statutes. He is required to provide administrative support to the Vice-Chancellor and may be called upon to take up any other duties directed by the Vice-Chancellor or Executive Council. The Registrar shall also exercise such other powers and perform such other duties as may be assigned to him by the University Act or the Statutes or by the Vice-Chancellor.

ADVERTISEMENT FOR THE POST OF CONTROLLER OF EXAMINATIONS

Advertisement No. Estt./Admn-02/2013

Applications, **in the prescribed form**, are invited for recruitment to the post of **Controller of Examinations**.

1. Scale of pay: Pay Band Rs. 15600 – 39100 Grade Pay Rs. 6600 (Isolated Tenure Post)

2. Minimum Qualification & Experience:

The requirements for the post of Controller of Examinations are:

(i) Masters Degree in Engineering / Technology with First Class and minimum **Five Years** experience in teaching and administration at the level of degree.

Or

Ph.D. Degree in appropriate branch will be desirable.

(ii) Should be able to handle computer and various software packages/systems like MIS, MS Office and other software's used for Examination

(iii) Proficiency in Marathi is essential.

3. General Conditions:

- Unless already in the service of universities or affiliated colleges, the candidate shall be above 45 years of age. The age of superannuation shall be 58 years. However, in the case of persons treated at par with teachers, it shall be 60 years.
- The appointment will be on Deputation/Contract basis for 5 years or till the age of 58/60 years, as the case may be, whichever is earlier.
- The appointment can be renewed for another term for eligible cases.
- Besides the pay & allowances, leave, medical facilities etc. shall be admissible as per the rules.
- The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.

Place: Lonere

Date: 27/5/2013

I/c REGISTRAR

ADVERTISEMENT FOR THE POST OF FINANCE OFFICER

Advertisement No. Estt./Admn-03/2013

Applications, **in the prescribed form**, are invited for recruitment to the post of **Finance Officer**.

1. Scale of pay: Pay Band Rs. 15600 – 39100 Grade Pay Rs. 6600 (Isolated Tenure Post)

2. Minimum Qualification & Experience:

The requirements for the post of Finance Officer are:

(i) Masters Degree in Commerce from any Statutory University with minimum experience of **Five Years** in Finance & Accounts in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.5400 (Rs.8000-13500 in 5th Pay Scale).

Or

Chartered Accountant with minimum **two years** experience in Finance & Accounts

(ii) Proficiency in Marathi is essential.

(iii) He should be conversant with MIS and software packages like Tally etc.

3. General Conditions:

- Unless already in the service of universities or affiliated colleges, the candidate shall be above 45 years of age. The age of superannuation shall be 58 years. However, in the case of persons treated at par with teachers, it shall be 60 years.
- The appointment will be on Deputation/Contract basis for 5 years or till the age of 58/60 years, as the case may be, whichever is earlier.
- The appointment can be renewed for another term for eligible cases.
- Besides the pay & allowances, leave, medical facilities etc. shall be admissible as per the rules.
- The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.

Place: Lonere

Date: 27/5/2013

I/c REGISTRAR

ADVERTISEMENT FOR THE POST OF DEPUTY REGISTRAR

Advertisement No. Estt./Admn-04/2013

Applications, **in the prescribed form**, are invited for recruitment to the post of **Deputy Registrar**.

1. Scale of pay: Pay Band Rs. 15600 – 39100 Grade Pay Rs. 6600

2. Minimum Qualification & Experience:

The requirements for the post of Deputy Registrar are:

- (i) Bachelors Degree from any Statutory University with minimum administrative experience of Five years in the Pay Band of Rs. 9300 - 34800 with Grade Pay of Rs. 5400 (Rs. 8000-13500 in 5th Pay Scale). Higher merit and qualifications will be desirable.
- (ii) Who are not less than 30 years of age and unless already in the service of the University or affiliated colleges not more than 40 years of age.
- (iii) Should be able to handle computer and various software packages/systems like MIS, MS Office.
- (iv) Proficiency in Marathi is essential.

Place: Lonere

Date: 27/5/2013

I/c REGISTRAR

ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE OFFICER

Advertisement No. Estt./Admn-05/2013

Applications, **in the prescribed form**, are invited for recruitment to the post of **Administrative Officer**.

1. Scale of pay: Pay Band Rs. 15600 – 39100 Grade Pay Rs. 5400 (Open to all)

2. Minimum Qualification & Experience:

The requirements for the post of Administrative Officer are:

- (i) Bachelors Degree from any Statutory University with minimum administrative experience of Five years in the Superintendent level in educational Institute. Higher merit and qualifications will be desirable.
- (ii) Who are not less than 30 years of age and unless already in the service of the University or affiliated colleges not more than 40 years of age.
- (iii) Should be able to handle computer and various software packages/systems like MIS, MS Office.
- (iv) Proficiency in Marathi is essential.

Place: Lonere

Date: 27/5/2013

I/c REGISTRAR

ADVERTISEMENT FOR THE POST OF LIBRARIAN (DIPLOMA)

Advertisement No. Estt./Admn-06/2013

Applications, **in the prescribed form**, are invited for recruitment to the post of **Librarian (Diploma, Institute of Petrochemical Engineering)**.

1. Scale of pay: Pay Band Rs. 15600-39100 Grade Pay Rs. 6000
(Reserved for Scheduled Caste)

2. Minimum Qualification & Experience:

The requirements for the post of Librarian (DIPLOMA) are:

- (i) Masters Degree in Library Science/Information Science/Documentation or on equivalent professional degree with at least fifty five percent marks or its equivalent grade plus a consistently good academic record.
- (ii) At least Three years experience as Assistant Librarian in the University Library or Five years as a college/polytechnic Librarian. Higher merit and qualifications will be desirable.
- (iii) Who are not less than 30 years of age and unless already in the service of the University or affiliated colleges not more than 40 years of age.
- (iv) Should be able to handle computer and various software packages/systems like MIS, MS Office and Library Management Software.
- (v) Proficiency in Marathi is essential.

Place: Lonere

Date: 27/5/2013

Principal

Institute of Petrochemical Engineering

ADVERTISEMENT FOR THE POST OF REGISTRAR (DIPLOMA)

Advertisement No. Estt./Admn-07/2013

Applications, **in the prescribed form**, are invited for recruitment to the post of **Registrar (Diploma, Institute of Petrochemical Engineering)**.

1. Scale of pay: Pay Band Rs. 9300-34800 Grade Pay Rs. 4400 (Open to all)

2. Minimum Qualification & Experience:

The requirements for the post of Registrar (DIPLOMA) are:

- (i) Bachelors Degree of any Statutory University
- (ii) Administrative experience of Three years in the similar capacity.
- (iii) Higher merit and qualifications will be desirable.
- (iv) Who are not less than 30 years of age and unless already in the service of the Government or Government-Aided Polytechnics, University or affiliated colleges not more than 40 years of age.
- (v) Should be able to handle computer and various software packages/systems like MIS, MS Office.
- (vi) Proficiency in Marathi is essential

Place: Lonere

Date: 27/5/2013

Principal

Institute of Petrochemical Engineering

ADDITIONAL INFORMATION / INSTRUCTIONS FOR ALL POSTS

- As per Government resolution dated 31st October, 2005 a new “Defined Contribution Pension Scheme” has been made applicable to the Government servants, who are recruited on or after 1st November, 2005. The same will be applicable to the employees of this University and Institute of Petrochemical Engineering.
- In regard to the “Defined Contribution Pension Scheme”, where a Government Servant who was already in Government service prior to 1st November, 2005 on a pensionable establishment and who had applied for the post on pensionable establishment in the same or other department and was subsequently appointed in the new post on or after 1st November, 2005 will be covered under the Maharashtra civil services (Pension rules 1982) & general provident fund scheme provided to fulfill the conditions mentioned in Government circular No. COS 1006/87/SER 4, dated 12/01/2007; G.R. No. CPS-1005/126/SER-4, dated 31/10/2005; Circular No. CPS-1009/13/ SER 4, dated 24/02/2009 and Circular No CPS-1009/32/SER 4, dated 16/07/2009.
- The candidate shall have to submit along with the application form, a declaration in FORM ‘A’ as per the rules prescribed by the Government of Maharashtra in respect of small family *vide* Notification No. SRV 2000/CR(17/2000), dated 28/03/2005.
- Proficiency in Marathi is essential.
- Those who are in service shall forward their applications through proper channel.
- The University shall not be held responsible for postponement or cancellation of scheduled interview for any unforeseen/unavoidable reasons.
- No correspondence will be entertained in respect of the advertisement, interview, selection and appointment, etc.
- Attested true copies of the supporting documents, certificates, testimonials, etc. shall be attached along with the application form.
- Self-attested passport size photograph should be affixed at the space provided in the application form.
- Applications received by Fax or by E-Mail shall not be entertained.
- Qualification and age shall be considered as on last date for submission of application.
- Queries or correspondence regarding issue of call letters for interview / selection of candidate will not be entertained at any stage.
- All belated or incomplete applications will be rejected. Further, the applications which are not in the prescribed form will be rejected and no intimation in this regard will be sent to the candidates.

- The University will not be responsible for any postal lapses or delay.
- No TA/DA will be paid either for attending the interview or for joining the post.
- A candidate furnishing incorrect or false information shall stand disqualified at any stage.
- The right is reserved with the University either to fill or not to fill the posts or to modify/alter/cancel the advertisement.
- Canvassing in any form will be a disqualification.
- The application form should be downloaded from the university website www.dbatuonline.com. The same may also be obtained from the university office during office hours.
- Those Candidates, who have applied for the posts advertised earlier, must submit fresh application in the prescribed format duly filled in, along with necessary documents. These candidates need not send the Demand Draft along with the application.
- Envelope containing application forms should bear a caption in capital letters as “APPLICATION FOR THE POST OF _____ (Advt. No. Estt./Admn-_____)”.
- The duly filled-in applications as per the above-mentioned instructions should reach:

**The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere,
PO: Lonere, Tal; Mangaon,
Dist: Raigad, Maharashtra state,
Pin - 402 103.**

The duly filled in applications as per the above-mentioned instructions **must reach on or before 15th July, 2013**. A demand draft of Rs. 500/- (Rs. 250/- in case of reserved category candidates) in favour of the *Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere* payable at SBI Mangaon (Code 0276) must be attached with the application.

Place: Lonere

Date: 27/5/2013

I/c REGISTRAR



Dr. Babasaheb Ambedkar Technological University
P.O. Lonere, Tal. Mangaon, Dist. Raigad
Pin 402 103, Maharashtra State, India

APPLICATION FOR ADMINISTRATIVE POSTS

Please fill in the application by typing or in your own handwriting.

Please paste recent
 photograph

Advertisement No. _____ Post Applied for _____

Bank Draft Rs. ----- No.-----Dated -----Name of the Bank -----

1. Name in Full: _____
 (Surname first) (in capital letters)

Married _____ Single _____ Male _____ Female _____ (Please tick)

2. Full address on which communication is to be sent: _____

Phone No.: (R) _____ (O) _____ Mobile _____

Fax No.: _____ E-Mail: _____

3. Permanent Address: _____

4. Nationality: _____ **Caste:** _____ **Category:** _____

5. (a) Date of Birth: _____

[Mention as per school leaving certificate/S.S.C. Certificate (Attach attested true copy)]

(b) Age as on 15th July, 2013

| Year | Months | Days |
|------|--------|------|
| | | |

6. Present Employment:

Organization _____

Designation _____

Whether Permanent, Temporary or on Probation _____

Date of Joining _____

Scale of Pay Rs. _____

Basic Pay Rs. _____

Total emoluments (per month) Rs. _____

7. Basic pay expected at DBATU as per advt. Rs. _____

8. Academic record starting with S.S.C.: *(Attach attested true copies of all certificates/mark sheets)*

| Examination | Name of Board/University | Year of Passing | % of marks obtained | Class/Division | Subjects (Specialization, if any) |
|-------------|--------------------------|-----------------|---------------------|----------------|-----------------------------------|
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9. Awards and Recognition:

10. Merit Scholarships, if any:

15. I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form as well as the attached sheets are true to the best of my knowledge and belief.

Number of sheets attached along with this form are _____.
(Please mention the number)

Place: _____

Date: _____

(Signature of Applicant)

Name: _____

Enclosures:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

RECOMMENDATION / PERMISSION

I allow Mr./Mrs. _____ to apply/appear for the interview for the post of _____.

If he/she is selected, we do not have any hesitation/objection to relieve him/her at the earliest.

Place:

Date:

Signature of the Employer

Seal

Declaration of Small Family

Proforma 'A'

Government notification dated 28th March, 2005 (Rule 4)

I, Shri/Smt./Kum. _____ son / daughter / wife of
Shri. _____, aged _____ years, resident of
_____ do hereby declare as follows :-

That, I have filled my application for the post of _____

I have _____ (number) living children as on today, out of which number of
children born after 28/03/2005 is _____ (mention date of birth, if any).

I am aware that, if total number of living children is more than two due to the
children born after 28/03/2006, I am liable to be disqualified for the said post.

Place:

Date:

(Signature of the Applicant)

Name: _____