GOVERNMENT ENGINEERING COLLEGE, BHARATPUR
NON-TEACHING POSITIONS

S. No.	Name of Post	Scale (As per VI Pay)	Total Post
1.	Assistant Librarian	9300 -34800 + 4200	01
2.	Assistant Registrar	9300 -34800 + 3600	01
3.	Physical Training Instructor	9300 -34800 + 3600	01
4.	Accountant	9300 -34800 + 3600	01
5.	P.A. to Principal	9300 -34800 + 3600	01
6.	Cashier	5200 -20200 + 2400	01
7.	Lab. Assistant	5200 -20200 + 2400	02
8.	Technical Assistant	5200 -20200 + 2400	02
9.	Lab. Technician	5200 -20200 + 2000	04
10.	Electrician	5200 -20200 + 2000	01
11.	LDC	5200 -20200 + 1900	05
12.	Lab Attendant	4750 - 7440 + 1400	04

QUALIFICATION AND EXPERIENCE FOR NON-TEACHING POSITIONS

1. Assistant Librarian (9300 - 34800 + 4200)

(i) Master's Degree in Library Science/Information Science/Documentation or an equivalent professional degree.
(ii) At least three years working experience in Library of a college/institute.
(iii) Knowledge of Computer Application.

Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

2. Assistant Registrar (9300 -34800 + 3600)
(i) Graduate in any discipline from recognized university.
(ii) One year working experience of equivalent post or three years working experience as office assistant or equivalent in a college/institute.
(iii) Knowledge of computer application.
Desirable
LLB Degree or Degree in Management from recognized university.

Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

3. Physical Training Instructor (9300 -34800 + 3600)

(i) Graduate or equivalent examination with diploma in Physical Education and three years working experience at suitable position in the field of sports in a college/institute

OR

Secondary with four years diploma in Physical Education and three years working experience at suitable position in the field of sports in a college/institute

OR

Senior secondary and three years bachelor degree in physical education with four years of working experience at suitable position in the field of sports.

(ii) Knowledge of computer application.

Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

4. Accountant (9300 -34800 + 3600)

(i) Graduate in Arts/Science/commerce from recognized university.
(ii) Three years working experience as a Jr. Accountant or equivalent.
(iii) Knowledge of computer application.

Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

5. P.A. to Principal (9300 -34800 + 3600)

i- Graduate in any discipline.
ii- Typing speed of 40 wpm (English) and 30 wpm (Hindi) on Computer.
iii- Proficiency in Stenography.
iv- Knowledge of computer application.
v- Three years of working experience as Stenographer or five years working experience as LDC.
vi- Preference will be given to those qualified in the Stenographers examination held by a State/Central Board or its equivalent examination.

Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

6. Cashier (5200 -20200 + 2400)
(i) Graduate in any discipline from recognized university.
(ii) Knowledge of Computer Application.
(iii) Three years working experience as accounts clerk.

Note: Working experience of only Govt. /Govt. Autonomous Institute/College shall be counted.

7. Lab. Assistant (5200 -20200 + 2400)
(i) Science Graduate with PCM/Biology.
(ii) Knowledge of Computer Application.
(iii) Three years working experience in the laboratory of a college/institute.

Note: Working experience of only Govt./Govt. Autonomous Institute/ College shall be counted.

8. Technical Assistant (5200 -20200 + 2400) (Civil/Electrical)

(i) Diploma in relevant field from a recognized institution.
(ii) Knowledge of Computer Application.
(iii) Two years experience as Laboratory Technician with familiarity in handling sophisticated equipment in a college/institute.

Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

9. Lab. Technician (5200 -20200 + 2000)
   {Civil/Electrical/Mechanical/Computer/ IT/Electronics/workshop(Carpentry/welding)}
   (i) 10th or equivalent examination of recognized board /university.
   (ii) Knowledge of Computer Application.
   (iii) ITI or equivalent in relevant field with two years working experience or Diploma in relevant field

   Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

10. Electrician (5200 -20200 + 2000)

   (i) 10th or equivalent examination of recognized board /university.
   (ii) Knowledge of Computer Application.
   (iii) ITI or equivalent in electrical field with two years working experience as electrician.

   Note: Working experience of only Govt./Govt. Autonomous Institute/College shall be counted.

11. LDC (5200 -20200 + 1900)

   (i) 12th or equivalent examination of recognized boar d /university.
   (ii) "O" or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.
                                OR
   Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer
                                OR
   Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.
   (iii) Typing Speed of 30 wpm (English) and 25 wpm (Hindi) on Computer .

12. Lab. Attendant (4750 -7440 + 1400)

   (i) Secondary from a recognized Board or its equivalent examination. OR
      ITI or equivalent from recognized board/university.
   (ii) Two years experience of working in labs of college/institute.

   Note: Working experience of only Govt. /Govt. Autonomous Institute/College shall be counted

GENERAL TERMS & CONDITIONS

1. Govt. Engineering College, Bharatpur is a n Autonomous Institute established under Engineering College Society, Bharatpur. All post s are purely Engineering College Socie ty posts. Further, society is not bound to implement the pay scales /allowances/other facilities as announced by the State Government from time to time.

2. Appointments shall be made as Probationer -Trainee for a minimum period of two years on consolidated pay. Probation can also be extended in case of unsatisfactory performance. Full scale shall be implemented after completion of satisfactory probation period.

3. For details and application f orm, please visit our website: www.ecbharatpur.ac.in. The same can be downloaded.

4. Services of the selected candidates will be governed by the rules and regulations of the Engineering College Society, Bharatpur that are in force or may be amended from time to time.

5. For each post, candidate should apply separately. Number of posts can be increased/decreased/cancelled at the discretion of the college authorities. The decision of college authority in this regard is final and binding.

6. Applications are to be sent through proper channel by the candidates already in service.

7. Age for all the posts shall be 18-45 years. Age relaxation up to 5 years shall be given to those who have working experience of a Govt. /Govt. Autonomous Institute/College.

8. Reservation will be as per the Rajasthan Government rules/notifications.

9. Application should be submitted only in the prescribed application form supported by all the attested documents. Documents must be attested by a Gazetted officer and also be signed by the candidates. In case of false/forged documents, candidature shall be rejected at any stage and candidate may be punished under law.

10. Any candidate, who has more than 2 children on or after 01.06.2002 will not be eligible, provided that the person having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002 does not increase provided further that where a candidate has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children. Declaration should be attached along with the application form on plain paper by all the applicants.

11. The college authority reserves the right not to fill any of the post advertised.

12. For screening of the applications for any post, the criteria may be higher than given depending upon the decision of the college authorities. No TA/DA shall be payable for appearing in tests/interviews.

13. The college will not be responsible for any delay including postal delay while receiving the filled application form, appearing in test/interview.

14. Candidates should posses minimum qualification and experience on the last date of submission of application.

15. Incomplete applications shall be rejected without assigning any reason.

16. Application form can be downloaded from our official website. The completed application form along with necessary documents and Demand Draft/IPO of Rs.250/- for General category and Rs.150/- for all reserved category in favour of "Principal, Govt. Engineering College, Bharatpur." payable at Bharatpur must reach in the office by due date (as advertised in news paper).

17. The candidates should write the Name, Father's Name, Address and Name of the post applied for on the reverse side of the Demand Draft/IPO.

18. The envelope containing the application should be clearly super -scribed "Application for the Post of _____" on top of the envelope.

19. Candidates are advised to visit college website for the information of written test/trade test/interview etc.

20. Last date for receipt of dully completed applications in all respect along with requisite fee is 03/09/2013.

Important Note: Appearing in the written test will not qualify a candidate to be called for interview. Eligibility shall be considered/checked after the written test, i.e., the eligibility check will be applicable for shortlisted candidates only.