

राजकीय इंजीनियरिंग कालेज  
कन्नौज –(उ०प्र०)  
Rajkiya Engineering College  
Kannauj- (U.P.)

at Harcourt Butler Technical University Campus, PO-Nawabganj, Kanpur-208002 (U.P.)

Advertisement No.: 01/Advt./RECK/2017

Dated 12/05/2017

**(B) Administrative, Non Teaching & Teaching Supporting Post-**

On line applications are invited for the following vacant Administrative, Non Teaching & Teaching Supporting Post on prescribed format available on the Institute website [www.reckannauj.in](http://www.reckannauj.in) All posts carry allowances and other benefits as approved by the Govt. of U.P. from time to time. Higher pay may be considered for highly qualified & experienced candidates. The dully completed application in all respect along with necessary documents and a demand draft of Rs. 1000/- (Rs. 500/- for SC/ST candidates) only drawn in favour of Director, **Rajkiya Engineering College, Kannauj (U.P.)** payable at Kanpur (U.P.) should reach to the Director, Rajkiya Engineering College, Kannauj, at Harcourt Butler Technical University Campus, PO-Nawabganj, Kanpur-208002 (U.P.) latest by June 15, 2017.

**II-Details of vacant Posts and qualifications-**

1.	कार्यशाला अधीक्षक 01- UR	15600-39100+6600	Ist Class Master's Degree in Mechanical /Production/Industrial Engineering with a 5 years experience in Reputed Workshop or Bachelors Degree in Mechanical or Industrial or Production Engg with 7 years experience in any reputed Industry or Workshop as asstt, engineer or equivalent.
2.	कुलसचिव 01-UR	15600-39100+6600	First Class or High Second Class Bachelors Degree with working in an equivalent grade. Or First Class or High Second Class Bachelors Degree with 7 years experience in a responsible administrative capacity in an University or a Technical Institution or in any Government Department at the post.

3.	प्रोग्रामर ग्रेड-1 01-UR	15600-39100+5400	<ol style="list-style-type: none"> <li>1. पदोन्नति के मामले में प्रोग्रामर ग्रेड-2 के पद पर कम से कम 05 वर्ष की नियमित सेवा एवं कार्य उत्तम स्तर का हो।</li> <li>2. सीधी भर्ती के मामले में निम्न अर्हता रखी जाय:- <ol style="list-style-type: none"> <li>1. मान्यता प्राप्त संस्था/विश्वविद्यालय से बी0ई0/बी0 टेक0 (कम्प्यूटर विज्ञान) या मान्यता प्राप्त संस्था/विश्वविद्यालय से एम0एस0सी0/एम0एस0सी0 (कम्प्यूटर विज्ञान या स्नातक एवं डी0ओ0ई0ए0सी0सी0 (नीलिट) से बी स्तरका प्रमाण पत्र (एम0सी0ए0 के समतुल्य )</li> <li>2. डॉस/यूनिक्स/विन्डोज के अन्तर्गत क्रियाशील वातावरण में ओरेकल/इनगेश/साई, बेस/डी0 बी0/2 आदि जैसे सी0/सी0 फाक्स प्रो0 आर0डी0 एम0एस0 मे साफ्टवेयर डेवलपमेंट का पूर्ण ज्ञान।</li> <li>3. नोवेल तथा विन्डो एन0टी0 जैसे नेटवर्किंग वातावरण का एक्सपोजर।</li> <li>4. आफिस आटोमेशन पैकेजेज एवं इन्टरनेट का पूर्ण ज्ञान।</li> </ol> </li> </ol>
4.	कम्प्यूटर आपरेटर ग्रेड-ए 01-UR	5200-20200+2400	<ol style="list-style-type: none"> <li>1. मान्यता प्राप्त संस्था/विश्वविद्यालय से कम्प्यूटर विज्ञान में डिप्लोमा के साथ इन्टरमीडिएट या डी0ओ0ई0ए0सी0सी0 (निलिट) से ओ स्तर का प्रमाण पत्र के साथ इन्टरमीडिएट।</li> <li>2. डॉस/यूनिक्स/विन्डोज के अन्तर्गत वातावरण में एस0एस0 आफिसस्मार्ट सूट/ लोटस/ आदि जैसे भिन्न भिन्न साफ्टवेयर पर अग्रेजी एवं हिन्दी में डाटा एन्ट्री का अच्छा ज्ञान।</li> <li>3. नोबल तथा विन्डो एन0टी0 जैसे नेटवर्किंग वातावरण का एक्सपोजर।</li> <li>4. हिन्दी तथा अंग्रेजी में कम से कम क्रमशः 25 शब्द तथा 40 शब्द प्रति मिनट की टंकण गति।</li> </ol>

5.	वित्त एवं लेखाधिकारी (लेखा सेवा संवर्ग से प्रतिनियुक्ति) 01-UR	15600-39100+5400	शासन के वित्त एवं लेखाधिकारी स्तर के अधिकारी से प्रतिनियुक्ति के आधार पर ।
6.	चिकित्साधिकारी 01-UR	15600-39100+5400	Bachelor's of Medicine & Bachelor's of surgery.
7.	सहायक कुलसचिव 01-UR	9300-34800+4600	First Or High Second Class Bachelors Degree with 5 years administrative experience of office working in supervisory grade with knowledge of U.P. Govt./ University/Engineering College or equivalent rules. <b>Desirable:-</b> Degree in Law / MBA and knowledge of Computer Application or experience in accounts in a responsible position.
8.	उप पुस्तकालयाध्यक्ष 01-UR	9300-34800+4600	वित्त विभाग के शासनादेश दिनांक 08.09.2010 में राजकीय विभागों हेतु उक्त पद पर निर्धारित भर्ती की विधि एवं अर्हता के समान ।
9.	अवर अभियन्ता-02 विद्युत 01-UR सिविल 01-UR	9300-34800+4200	सम्बन्धित शाखा में 03 वर्षीय डिप्लोमा ।
10.	अनुदेशक-04 कार्यशाला 02- UR, सिविल 01-UR, इलेक्ट्रिकल 01-UR	9300-34800+4200	सम्बन्धित इंजीनियरिंग में डिप्लोमा तथा पांच वर्ष का अनुभव या सी0टी0आई0/आई0टी0आई0 दस वर्ष का अनुभव ।
11.	वरिष्ठ सहायक 01-UR	5200-20200+2800	वरिष्ठ सहायक का पद शत प्रतिशत पदोन्नति द्वारा 05 वर्ष की सेवा वाले कनिष्ठ सहायक के पदों से भरा जायेगा ।
12.	सहायक लेखाकार 01-UR	5200-20200+2800	स्नातक (कामर्स) या पोस्ट ग्रेजुएट डिप्लोमा इन एकाउन्टेन्सी सहित कम्प्यूटर में ओ लेवल का डिप्लोमा की अर्हताधारियों से लोक सेवा आयोग के माध्यम से सीधी भर्ती ।
13.	आशुलिपिक 01-UR	5200-20200+2800	वित्त विभाग के शासनादेश दिनांक 26.09.2013 के अनुसार ।
14.	शारीरिक अनुदेशक 01-UR	5200-20200+2800	स्नातक तथा डिप्लोमा इन फिजिकल एजुकेशन ।
15.	सहायक कम कैटलागर 01-UR	5200-20200+2000	सीधी भर्ती की अर्हता इण्टरमीडिएट एवं पुस्तकालय विज्ञान में प्रमाण पत्र तथा डी0ओ0एस0सी0सी0 द्वारा प्रदत्त सी0सी0सी0 लेवल का प्रमाण पत्र ।
16.	स्टोर कीपर 01-UR	5200-20200+2000	इण्टरमीडिएट तथा 05 वर्ष का अनुभव ।

17.	कनिष्ठ सहायक-06 03-UR, 01-OBC, 02-SC	5200-20200+2000	इन्टरमीडिएट के साथ कम्प्यूटर संचालन का डोयक (डीओएसीसी) सोसाइटी द्वारा प्रदत्त सी0सी0सी0 प्रमाण पत्र तथा हिन्दी/अग्रेजी में कम से कम कमशः 25/30 शब्द प्रति मिनट की टंकण गति।
18.	पुस्तकालय सहायक 01- UR	5200-20200+2000	इन्टरमीडिएट सहायक तथा भारत सरकार/राज्य सरकार द्वारा मान्यता प्राप्त संस्था से पुस्तकालय विज्ञान में 06 माह का प्रमाण पत्र एवं डोयक से सी0सी0सी0 लेवल का प्रमाण पत्र।
19.	छात्रावास सहायक-03 01-UR, 01- OBC, 01-SC	5200-20200+1900	इन्टरमीडिएट तथा 02 वर्ष का अनुभव।
20.	प्रयोगशाला सहायक-20 10-UR, 06-OBC, 04-SC	5200-20200+1900	इन्टरमीडिएट (विज्ञान) तथा 02 वर्ष का अनुभव।
21.	इलेक्ट्रीशियन 01-UR	5200-20200+1900	ITI Certificate from recognized Institution respective trade with 03 years working experience. <b>Desirable:-</b> License holder as recognized by the U.P. Govt.
22.	मैकेनिक ग्रेड-ए-03 01-UR, 01- OBC, 01-SC	5200-20200+2800	हाईस्कूल, डिप्लोमा/प्रमाण पत्र तथा 02/05 वर्ष का अनुभव।
23.	टेलीफोन आपरेटर कम रिसेप्सनिस्ट 01-UR	5200-20200+1900	वित्त विभाग द्वारा राज्य विश्वविद्यालय हेतु निर्धारित योग्यता/अर्हता।
24.	वाहन चालक-02 02-UR	5200-20200+1900	(a) Class VIII pass and ability to read and write Hindi /English. (b) Should posses Car/Bus Driving License with at least 5 years driving experience.
25.	फार्मासिस्ट 01-UR	5200-20200+2800	इन्टरमीडिएट (विज्ञान) तथा स्टेटमेडिकल फैकल्टी उ0प्र0 द्वारा प्रदत्त 02 वर्ष 03 माह की अवधि का फार्मसी में डिप्लोमा एवं स्टेट फार्मसी कांसिल, उ0प्र0 में पंजीकृत अर्हताधारियों द्वारा भरा जाय।

## II- General Conditions:-

1. Essential/Desirable Qualifications and Experience and the last date of application are as given on the Institute website.
2. Age limit shall be considered as per Govt. of U.P. rules.
3. Number and nature of vacancies may be changed. No claim arising due to the change in nature and/or number of posts advertised shall be admissible.
4. The Institute reserves the right not to fill any or all the advertised posts.
5. The employed candidates must send their applications through proper channel. However, an advance copy may be sent and NOC must be produced at the time of interview.
6. Candidates applying for multiple posts should send separate application for each post.
7. No TA/DA shall be provided to the candidates for attending the interview.
8. Candidates should essentially bring the original documents in support of their claim in application form and as prescribed in interview letter, failing which they shall not be considered for interview.
9. The qualification and experience prescribed are the minimum and mere possession of the same shall not entitle a candidate to be called for the interview.
10. The horizontal reservation for female candidates, dependent of freedom fighters and Ex-serviceman will be applicable as per State Government Rules.
11. Candidates not possessing the prescribed qualification and experience on the last date of application shall not be considered in any case.
12. A screening board shall scrutinize all the applications for recommending the candidates to be called for interview. No representation from those, not being recommended and not called for the interview will be entertained at any stage.
13. The application form must be supported by attested copies of mark sheets/certificates/degrees/caste certificate/age certificate/experience/no objection certificate/ as mentioned in application form. A passport size attested photograph should be affixed on the application form in the space provided.
14. Incomplete applications or applications received after the last date i.e. 15.06.2017 shall not be entertained.
15. Candidates belonging to the Schedule Caste (SC)/ Schedule Tribe (ST)/ Other Backward Class (OBC) Categories of UTTAR PRADESH are only eligible for reservation in respective category. Such candidates shall have to produce the category certificate as proof of being from respective category. Candidates from OBC category shall have to produce OBC category certificate issued on a date not earlier than 6 months at the time of interview. Candidates failing to produce the valid category certificate as prescribed by U.P. Govt. shall not be allowed to appear in interview and Institute will not be responsible for the consequences arising thereof.
16. The completed application forms along with prescribed fee must reach to the Director, **Rajkiya Engineering College, Kannauj**, at Harcourt Butler Technical University Campus, PO-Nawabganj, Kanpur-208002 (U.P.) through Registered/Speed Post only, latest by June 15, 2017 failing which the applications will not be considered.
17. All appointments made against these posts shall be governed by the rules and regulations as prescribed by the Institute from time to time.

**DIRECTOR**

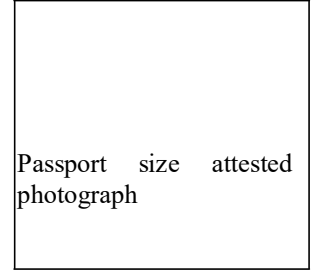
**Rajkiya Engineering College**  
**Kannauj -(U.P.) Pin-209732**  
 at Harcourt Butler Technical University Campus, PO-Nawabganj, Kanpur-208002 (U.P.)

**APPLICATION FORM-Administrative, Non Teaching and Teaching Supporting Post**

**Post Applied for (with category).....Department.....**

(To be filled in by the candidate with ball pen in his/her own hand writing)

Bank Draft No.....Date.....Rs.....



1.Name (in Block letters).....

2.Date of Birth.....

3.Father's /Husband's Name.....

4.Address for correspondence .....

.....PIN Code.....

5.Nationality .....6.Married/Bachelor.....

7.Whether belong to SC/ST or OBC Category of U.P., if yes write category and attach certificate on proforma prescribed by U.P. Govt.....

8.Permanent address.....PIN Code.....

9.Phone Nos./Mobile No.....

10.E- mail address (essentially required).....

11.Are you physically handicapped? If yes write type (Visual/hearing/locomotive) and attach certificate issued by the C.M. O. ....

12.Name of the State (domicile) to which candidate belongs.....

13.Educational Qualifications: (High School or equivalent onwards. Attested copies of certificates, degrees and mark-sheets must be attached)

Sr. N.	Examination	School/College/ University	Year of passing	Subject(s)	Division And Marks (%)	Distinction/ Gold Medal /Rank, if any
1.	High School					
2.	Intermediate					
3.	B.A./B.Sc./B.Tech/BE B.Com.(tick√)					
4.	M.A./M.Sc./M.Com. /MCA/ M.Tech./ ME M.B.A.(tick√)					
5.	Ph.D.					
6.	Others (M-Phil/ NET etc.)					

14. Experiences:.....

S.No	Name of Post	Date of joining	Date of leaving	Pay Scale	Basic pay	Name of Employer	Experience In years
1.							
2.							
3.							
4.							

15. Minimum salary acceptable and joining time required.....

16. Details of any past, current involvement in any Cognizable/ Criminal Offence and nature of punishment.....

17. Additional Remarks:

Applicant may mention here any special qualifications or experience, which have not been given under the above heads. If the space is in sufficient for the purpose, necessary particulars may be given in a separate sheet of paper and attached.

18. List of enclosures:

- 1..... 2.....  
 3..... 4.....  
 5..... 6.....

I here by declare that the entries made in the form are true to the best of my knowledge and belief and, if found in correct/wrong later, I shall be liable to loose the employment at whatever stage it is noticed. I also under take to abide by the terms and conditions as pre scribed in advertisement for the applied post and as enforced By Institute from time to time.

Place..... Date: .....

Signature of the candidate

18. FORWARDING REMARKS

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for.

Date: .....

Signature and Designation of  
Forwarding authority

