



DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED TO BE UNIVERSITY)
DAYALBAGH, AGRA-282005

Advt. No. DEI- 8 Non-Teaching Posts – July 2024

The Dayalbagh Educational Institute is a Deemed to be University under Section 3 of the University Grants Commission Act, 1956 as per Notification No. F.9-3/78-U-3 dated 16.5.1981 issued by the then Ministry of Education & Culture, Government of India.

Applications are invited from Indian nationals (including Persons of Indian Origins (PIOs) and Overseas Citizens of India (OCIs) for **non-teaching** positions at the various levels in its various Departments. Number suffixing the posts in bracket show the number of post(s).

PAY SCALES, MINIMUM QUALIFICATIONS, EXPERIENCE, RESERVATION etc. FOR

Non-Teaching Posts

Reserved for SC	Training & Placement Officer (Engg.), L-12 (1); Programmer (Computer Centre), L-7(1); Office Assistant (CAO), L-2 (1); Laboratory Bearer (Edu.) L-1 (1); DEI Technical College: Instructor Workshop (Smithy) (Mech. Engg.), L-6 (1)
Reserved for ST	Office Assistant (CAO), L-2 (1)
Reserved for OBC	Programmer (Computer Centre), L-10(1); P.A. to Director (CAO), L-5 (1); Professional Assistant (Engg.), L-6 (1); Laboratory Assistant (Mech. Engg./English), L-3 (2) Office Assistant (CAO/Central Library), L-2 (2); Generator-cum-Pump Operator (Works Dept.) L-2 (1); Clerk (Accounts) L-2 (1); DEI Technical College: Instructor Workshop (Shoe Design) (Mech. Engg.), L-6 (1); Junior Assistant, L-3 (1)
Un-Reserved	System Manager (Computer Centre), L-11 (1); Assistant Registrar (Accounts/Academic/Administration), L-10 (3); Demonstrator (Elect. Engg.), L-6 (1); Commercial Artist (Drawing & Painting), L-5 (1); Technician Grade-I (Physics & Computer Science), L-5 (1); Faculty Librarian Grade-II (Education), L-4 (1); Stenographer (CAO), L-4 (1); Laboratory Assistant (Education), L-4 (1); Laboratory Assistant (Works Dept./English), L-3 (2); Junior Assistant, L-3 (1); Tabla Accompanist (Music), L-2 (1); Technician Grade-III (Drawing & Painting), L-2 (1); Routine Clerk (CAO), L-2 (1); Office Assistant (CAO), L-2 (2); Laboratory Bearer (Mech. Engg.), L-1 (1); Laboratory Attendant (Home Sc.), L-1 (1); Manager in Agriculture Engg., (1); Assistant Manager in Agriculture Engg. (1) DEI Technical College: Workshop Superintendent (Mech. Engg.), L-10 (1); Instructor Workshop (Moulding) (Mech. Engg.), L-6 (1) DEI REI Intermediate College: Principal, L-12 (1)

Note: For Non-Teaching Posts in **Engineering Areas, in the DEI Technical College and DEI REI Intermediate College**, only male applicants can apply at present.

Details of Application/Registration fees:

Posts	Candidates belonging to General Category*	Candidates belonging to ST/SC/OBC etc.*
For Non-Teaching Posts (<i>Training & Placement Officer; Principal; System Manager; Programmer; Assistant Registrar; Workshop Superintendent</i>)	Rs. 148/-	Rs. 74/-
For Other Non-Teaching Posts	Rs. 71/-	Rs. 36/-

(*including 18% GST)

Last Date for submission of Application Forms:

For All Non-Teaching Posts	31.08.2024
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QUALIFICATIONS FOR NON-TEACHING POSTS:

Training & Placement Officer (L-12): Master's Degree in Management with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record with five years' experience in relevant field. Knowledge of Computer Applications.

Principal (L-12) (REI): Trained* Postgraduate Degree in Science/Commerce with atleast four years teaching experience in classes 9 to 12 from any recognised institution/university. However, Assistant teachers having atleast second class postgraduate degree and specialised teaching experience of ten years in Intermediate classes may be exempted from training qualification. He should not be below 30 years. OR First or Second-class postgraduate degree in any discipline with atleast 10 years teaching experience in intermediate classes of any recognised institution/university. *"Trained" means postgraduate training qualification such as, L.T., B.T., B.Ed. or M.Ed. of any university or any equivalent Degree.

System Manager (L-11): First class M.E. /M.Tech. (Computer Science & Engineering) /Information Technology) or equivalent with five years relevant experience in the field of software development/System Management and administration/ERP Solutions/networking etc. OR First class B.E./B. Tech. (Computer Science & Engineering/ Information Technology) or equivalent with eight years relevant experience in the field of software development/System Management and administration/ERP Solutions/networking etc. OR First class Master in Computer Applications (MCA) / M.Sc. (Computer Science) with eight years relevant experience in the field of software development/System Management and administration/ERP Solutions/networking etc.

Desirable: Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.

Assistant Registrar (Accounts) (L-10): Essential: Master's Degree with atleast 55% of marks or an equivalent grade in a point scale wherever grading system is followed.

Desirable: (i) At least three years experience in Accounting function in Public or Private Company directly related to Balance Sheet and in Operation of Accounting Software. (ii) Proficiency in Excel & Word is crucial and in official correspondence especially with Public enterprises. (iii) Working Knowledge of GeM, PFMS, GST etc.

Assistant Registrar (Academic/Administration) (L-10): Essential: Master's Degree with atleast 55% of marks or an equivalent grade in a point scale wherever grading system is followed.

Desirable: 1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.

NOTE: 1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/ liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians. 2. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/HR/Legal.

Workshop Superintendent (L-10) (Mech.Engg.) (TC): Master's degree in relevant Engineering subject OR Bachelor's degree in relevant Engineering subject with atleast two years relevant professional experience.

Programmer (L-10): First class M.E. /M.Tech. (Computer Science &Engineering)/ Information Technology) or equivalent **OR** First-class B.E./B. Tech. (Computer Science &Engineering/ Information Technology) or equivalent with two years of relevant experience **OR** First class Master's in Computer Applications (MCA) with two years of relevant experience **OR** First class M.Sc. (Computer Science) or equivalent from a recognized University/Institute with three years of relevant experience.

Desirable: Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.

Programmer (L-7): First class M.E. /M.Tech. (Computer Science &Engineering)/ Information Technology) or equivalent **OR** First-class B.E./B. Tech. (Computer Science &Engineering/ Information Technology) or equivalent with two years of relevant experience **OR** First class Master's in Computer Applications (MCA) with two years of relevant experience **OR** First class M.Sc. (Computer Science) or equivalent from a recognized University/Institute with three years of relevant experience.

Desirable: Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.

Demonstrator (L-6) (Elec. Engg.): Bachelor's degree with atleast two years relevant experience **OR** Diploma in Engineering with at least two years relevant experience.

Professional Assistant (L-6):

1. Master's Degree in Library & Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions **OR** Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with three years' experience in the relevant field in a University / Research Establishment / Central / State Govt./PSU and Library of other autonomous Institutions.
2. Knowledge of Computer Applications in Library Management, Cataloging/Indexing of documents.

Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.

Instructor Workshop (L-6) (Smithy/Shoe Design/Moulding) (TC): Bachelor's Degree with at least two years relevant experience **OR** Diploma in Engineering with at least two years relevant experience.

PA to Director (L-5):

Essential:

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
- iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.
- v) Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

Desirable: Proficiency in English with good communication skills and proficiency in MS Office/Electronic communication.

Stenographer (L-4):

Essential :

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English / Hindi with minimum speed of 80wpm.
- iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.

Desirable: Proficiency in English and good communication skills.

Commercial Artist (Drawing & Painting) (L-5): Bachelor of Fine Arts or equivalent (with Specialisation in Commercial Art or Applied Art) with at least two years relevant experience.

Technician Grade-I (Phy. & Com. Sc.) (L-5): Graduation in relevant subject/discipline from any recognized Institution/ University with at least 50% marks as per the requirement of the department. Two years' experience working in a laboratory in the University/ College/ Research or Industry **OR** Three years Diploma in the relevant field from a recognised Polytechnic or equivalent approved institutions. Three years' experience working in a laboratory in the University/College/Research or Industry.

Desirable: Knowledge of Computer Applications.

Faculty Librarian Grade-II (Education), (L-4): Bachelor's degree with Diploma in Library Science OR Bachelor's degree with Certificate in Library Science and at least one-year relevant experience.

Technician Grade-III (Drawing & Painting) (L-2):

Essential:

Bachelors' Degree or any other degree in the relevant field from a recognized Institute/ University OR Three years Diploma in the relevant field from a recognised Polytechnic or equivalent approved institutions OR Two years Advanced Diploma under NSQF

Desirable: Two Years Experience in Laboratory of Academic / Research Institution.

Laboratory Assistant (Education) (L-4):

Essential:

Bachelors' Degree or any other degree in the relevant field from a recognized Institute/ University OR Three years Diploma in the relevant field from a recognised Polytechnic or equivalent approved institutions OR Two years Advanced Diploma under NSQF

Desirable: Two Years Experience in Laboratory of Academic / Research Institution.

Laboratory Assistant (Works Department/English/Mechanical Engineering) (L-3): Bachelor's degree in relevant subject with 'CCC' certificate in Computer Operations from NIELIT (erstwhile DOEACC Society) or equivalent certificate from any Institution recognized by the Government.

Junior Assistant (L-3): Intermediate with 'CCC' Certificate of NIELIT (erstwhile DOEACC Society) and knowledge of Hindi/ English typing with 25/30 w.p.m. respectively.

Office Assistant (CAO/Central Library) / Routine Clerk (CAO) / Clerk (Accounts) (L-2):

1. 10+2 or equivalent qualification from a recognised Board with a minimum of 50% marks.
2. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each work).
3. Proficiency in Computer Operations.

For Accounts: Intermediate with first division or Intermediated with Accountancy/Mathematics as one of the subjects with two years office experience in Accounts/Audit or bachelor's degree with Commerce/Business Management/Mathematics. In addition to the above qualifications. Knowledge of English and Hindi typing and Computers. Desirable: (i) Proficiency in Excel & Word is crucial. (ii) Technical skills & knowledge in operating office systems such as Tally, Zoom etc. (ii) Letter drafting skills is crucial.

Desirable: Graduate from a recognised University

Generator-cum-Pump Operator (L-2): ITI Certificate in relevant trade with 3 years relevant experience.

Tabla Accompanist (L-2): Bachelor of Music or equivalent qualification from recognized university/institution or Sangeet Visharad OR Intermediate with atleast two years relevant experience.

Laboratory Attendant (Home Science) (L-1): 10th Pass/VIII Pass with relevant experience of at least two years/VI Pass with relevant institutional experience of 4 years.

Laboratory Bearer (Education/Mechanical Engineering) (L-1): 10th Pass/VIII Pass with relevant experience of at least two years/VI Pass with relevant institutional experience of 4 years.

Manager in Agriculture Operations (Salary as per Institute's norms): Graduation preferably in Commerce with at least five years of experience of accounting in Industry/related to purchase of equipment in agriculture and allied fields.

Desirable: At least three years experience in managing and transporting farm field work, machinery, and farm management.

Assistant Manager in Agriculture Operations (Salary as per Institute's norms): Intermediate / 3-Year Diploma with industrial experience of at least two years in operations/installation in industry/farms.

Pay Level for Non-Teaching posts:

LEVEL	EMOLUMENTS	LEVEL	EMOLUMENTS
L-12	Rs. 78800/- per month plus allowances as per rules	L-5	Rs. 29200/- per month plus allowances as per rules
L-11	Rs. 67700/- per month plus allowances as per rules	L-4	Rs.25500/- per month plus allowances as per rules
L-10	Rs. 56100/- per month plus allowances as per rules	L-3	Rs.21700/- per month plus allowances as per rules
L-7	Rs. 44900/- per month plus allowances as per rules	L-2	Rs.19900/- per month plus allowances as per rules
L-6	Rs. 35400/- per month plus allowances as per rules	L-1	Rs.18000/- per month plus allowances as per rules

GENERAL INSTRUCTIONS FOR NON-TEACHING POSTS

HOW TO APPLY:

1. Interested candidates may visit the Institute's website www.dei.ac.in and submit online application by direct remittance of fee at any State Bank of India branch or through online payment using SBI internet banking or through Credit/Debit Card (Master or Visa approved).
2. A relaxation of 5% of marks shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/ Scheduled Tribe/ Other Backward Classes (OBC)(Non-creamy Layer)/ Differently-abled (a)Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf blindness for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
3. On successful submission, the applicant will come across a link for paying application/registration fee and after the payment of fees the candidate may download a 'PDF of the application, which he/she will have to print and original documents with one set of self-attested copies will have to be submitted.
4. Relaxations and concessions for SCs/STs/OBCs/PwDs will be applicable in accordance with reservation policy of the GoI/MHRD/UGC and subsequent clarification/directives issued from time to time to this effect.
5. The eligibility of an applicant shall be determined in accordance with the relevant regulations of concerned Regulatory bodies.
6. Candidates are called for Aptitude/Trade or Typing test on the recommendation of a Screening Committee of the Institute constituted for the purpose and as such all applicants may not be called for interview. **No TA and DA shall be admissible for attending the Aptitude/Trade Test/Interview.**
7. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidates has a clandestine antecedent/ background and has suppressed the information, then his/her services shall be terminated.
8. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under reserved category, will have to select YES option under "**Consider in General Category row**" in the application form.

9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel without any communication made to the candidate.
10. Applicants who are in employment should route their application through proper channel or should submit a "No Objection Certificate" from the employer prior to the Interview/Aptitude Test, failing which their candidature may not be considered.
11. Canvassing in any form will lead to disqualification.
12. No interim correspondence shall be entertained.
13. Candidates belonging to SC/ST/OBC/PwDs, category must submit latest certificate issued by the competent authority. Those who fail to submit the required certificate(s) will be treated under General Category, subject to fulfilment of other terms & conditions.
14. In course of selection process if the post is filled up by promoting internal candidates and their resultant vacancy occurs, Institute reserves rights to fill up these resultant vacancies.
15. The Institute reserves the right to fill, to fill on a temporary basis, or not to fill any of the posts, without giving any reason whatsoever.
16. The number of posts may vary depending on exigencies.
17. The Institute reserves the right to alter/modify any condition at any stage.
18. Schedule of interview/aptitude/trade test for the above posts shall be notified on the University's official website www.dei.ac.in.
19. No separate call letters shall be issued to the candidates for the above posts.

Date: 29th July 2024

Phone: 0562-2570372

REGISTRAR