



**Regional Institute of e-Learning & Information Technology,
Kohima-797001, Nagaland**

ADVERTISEMENT FOR VARIOUS POSTS
No. RIELIT-01/02/04-ADMN, Dated 4th February, 2010

DOEACC Society, New Delhi is an Autonomous Scientific Society of the Department of Information Technology, Ministry of Communications & IT, Government of India and a premier IT Education & Training Institution. The objective of the Society is to carry out Human Resource Development activities in both formal & non-formal sectors in the area of Information, Electronics and Communications Technology (IECT) through its various Centres in the country, apart from consultancy and allied services in India and abroad.

The Regional Institute of e-Learning & Information Technology, Kohima is looking for well qualified, experienced and dynamic persons for the following posts **on Direct Recruitment on term contract basis for a period of 5 years or till completion of project whichever is earlier**, which is extendable further depending on requirement of the centre and the performance of the candidate. The posts are transferable to any other DOEACC Centre/RIELIT in India.

| Sl. No. | Name of the Post | No. of posts | Upper age limit | Scale of Pay (Rs.) |
|---------|-----------------------------------|------------------------|-----------------|-----------------------------------|
| 1 | Joint Director/ Scientist 'D' | 02 UR | 40 years | PB3 Rs. 15600-39100 + GP Rs. 7600 |
| 2 | Deputy Director/ Scientist 'C' | 04 (UR-3, OBC-1) | 35 years | PB3 Rs. 15600-39100 + GP Rs. 6600 |
| 3 | Assistant Director/ Scientist 'B' | 03 (UR-2, OBC-1) | 30 years | PB3 Rs. 15600-39100 + GP Rs. 5400 |
| 4 | Workshop Superintendent | 01 UR | 30 years | PB3 Rs. 15600-39100 + GP Rs. 5400 |
| 5 | Assistant Engineer | 04 (UR-3, OBC-1) | 35 years | PB2 Rs. 9300-34800 + GP Rs. 4200 |
| 6 | Junior Engineer | 08 (UR-4, OBC-1, ST-3) | 30 years | PB1 Rs. 5200-20200 + GP Rs. 2400 |
| 7 | Technical Assistant | 02 UR | 25 years | PB1 Rs. 5200-20200 + GP Rs. 1900 |
| 8 | Joint Director (Admn. & Finance) | 01 UR | 50 years | PB3 Rs. 15600-39100 + GP Rs. 7600 |
| 9 | Assistant Librarian | 01 UR | 35 years | PB2 Rs. 9300-34800 + GP Rs. 4200 |
| 10 | P.A. to Director | 01 UR | 27 years | PB2 Rs. 9300-34800 + GP Rs. 4200 |
| 11 | Stenographer | 01 UR | 27 years | PB1 Rs. 5200-20200 + GP Rs. 2400 |
| 12 | Record Management Assistant | 01 UR | 27 years | PB1 Rs. 5200-20200 + GP Rs. 2400 |
| 13 | Office Assistant | 01 UR | 27 years | PB1 Rs. 5200-20200 + GP Rs. 1900 |
| 14 | Driver | 01 UR | 25 years | PB1 Rs. 5200-20200 + GP Rs. 1900 |
| 15 | Attendant | 04 (UR-3, ST-1) | 27 years | PB-1S Rs. 4440-7440 + GP Rs. 1650 |
| | Total | 35 | | |

Interested candidates may visit the website www.rielitkohima.org.in for detailed information on educational qualification, Experience etc. and application format. The last date of submission of application form along with requisite testimonials is **17th March, 2010**.

The eligibility, experience and educational qualifications etc. required for the posts are mentioned as under:-

Sl. No. 1: Joint Director/Scientist 'D'

No. of Posts : 02 (Two) Nos. (UR)

Scale of Pay : PB3 Rs. 15600-39100 + Grade Pay Rs. 7600

Age limit : Upto 40 years (Relaxation as per GOI Rules)

Educational Qualification & Experience

BE./B.Tech/M.Sc/MCA/DOEACC 'B' level or equivalent Degree in the area of Information / Electronics/ Computer/ Communications Technology/ Electrical/ Mechanical/ Production/ Industrial Design with 60% marks from a recognized University/Institution.

Experience:- 09 years service in a responsible position in the area of Information/ Electronics/ Communications Technology. Working experience in Education & Training related activities/management will be preferred.

OR

M.E./M.Tech Degree in the area of Information, Electronics/ Communications Technology / Electronics/ Mechanical/ Production/ Industrial Design with minimum 60% marks from a recognized University/Institution.

Experience:- 08 years service in a responsible position in the area of Information/ Electronics/ Communications Technology. Working experience in Education & Training related activities/management will be preferred.

OR

Ph.D in Science/Engg. from a recognized University/Institution.

Experience:- 05 years in the above area.

(Out of the above mentioned experience, minimum 03 years should be in the scale of pay of Rs. 15600-39100(PB3) + Grade Pay Rs. 6600.

Sl. No. 2: Deputy Director/Scientist 'C'

No. of Posts : 04 (Four) Nos. (UR-3, OBC-1)

Scale of Pay : PB3 Rs. 15600-39100 + Grade Pay Rs. 6600

Age limit : Upto 35 Years (Relaxation as per GOI Rules)

Educational Qualification & Experience

B.E./B.Tech. or recognized equivalent qualification with not less than 65% marks with 05 years Experience.

OR

M.E./M.Tech Degree with 03 years experience.

OR

Ph.D (Engg.) with 01 year experience.

Sl. No. 3: Assistant Director/Scientist 'B'

No. of Posts : 03 (Three) Nos. (UR-2, OBC-1)

Scale of Pay : PB3 Rs. 15600-39100 + Grade Pay Rs. 5400

Age limit : Upto 30 years (Relaxation as per GOI Rules)

Educational Qualification & Experience

B.E./B.Tech or equivalent recognized qualification with not less than 65% marks

OR M.Tech./ M E. or equivalent recognized qualification **OR** MCA/DOEACC

'B' level with 65% marks with 2 years experience.

- Sl. No. 4: Workshop Superintendent**
No. of Post : 01 (One) No. (UR)
Scale of Pay : PB3 Rs. 15600-39100 + Grade Pay Rs. 5400
Age limit : Upto 30 years (Relaxation as per GOI Rules)
Educational Qualification & Experience
 B.E./B.Tech in Mechanical Engineering or equivalent recognized qualification with not less than 65% marks **OR** M.Tech./ M E. in Mechanical Engineering or equivalent recognized qualification.
- Sl. No. 5: Assistant Engineer**
No. of Posts : 04 (Four) Nos. ((UR-3, OBC-1)
Scale of Pay : PB2 Rs. 9300-34800 + GP Rs. 4200
Age limit : Upto 35 years (Relaxation as per GOI Rules).
Educational Qualification & Experience
 1st class B.Sc (Science)/BCA with 5 years experience **OR** 1st Class Diploma in Engineering/Technology of 3 years fulltime duration or its equivalent with 5 years experience **OR** M.Sc./MCA First Class with 60% marks/DOEACC 'B' level/B.E./B.Tech or equivalent.
- Sl. No. 6: Junior Engineer**
No. of Posts : 08 (Eight) Nos. (UR-4, OBC-1, ST-3)
Scale of Pay : PB1 Rs. 5200-20200 + Grade Pay Rs. 2400
Age limit : Upto 30 years (Relaxation as per GOI Rules)
Educational Qualification & Experience
For 1st to 7th Posts (Computer/Electronics)
 -SSC/10th Standard with 50% marks in the aggregate and ITI certificate of 02 years duration in Computer/Electronics with 05 years experience **OR** DOEACC 'O' Level with 03 years experience **OR** First Class full time diploma in Engineering of 03 years duration or equivalent **OR** BCA/B.Sc./DOEACC 'A' level.
For 8th Post (Workshop)
 -SSC/10th Standard with 50% marks in the aggregate and ITI certificate of 02 years duration in Mechanical Trade with 05 years experience **OR** First Class full time diploma in Engineering of 03 years duration or equivalent in Mechanical Engineering.
- Sl. No. 7: Technical Assistant**
No. of Posts : 02 (Two) Nos. (UR)
Scale of Pay : PB1 Rs. 5200-20200 + Grade Pay Rs. 1900
Age limit : Upto 25 years (Relaxation as per GOI Rules)
Educational Qualification & Experience
For 1st Post (Workshop)
 SSC/10th Standard in the aggregate and ITI certificate of 02 years duration in Mechanical Trade **OR** 10+2 with PCM and minimum of 60% marks in aggregate.
For 2nd Post (Electrical)
 SSC/10th Standard in the aggregate and ITI certificate of 02 years duration in Electrical Trade **OR** 10+2 with PCM and minimum of 60% marks in aggregate.
- Sl. No. 8: Joint Director (Administration & Finance)**
No. of Post : 01 (One) No. (UR)

Scale of Pay : PB3 Rs. 15600-39100 + Grade Pay Rs. 7600
Age limit : Upto 50 years (Relaxation as per GOI Rules)

Educational Qualification

Post Graduate from a recognized University OR Graduate with P.G. Diploma in Management OR MBA (Personnel/Finance Management)

Experience

He should have 10 years experience in a responsible position in the field of Personnel Management, House Keeping jobs, purchase Liaison with Govt Office etc.

Sl. No. 9: Assistant Librarian

No. of Post : 01 (One) No. (UR)
Scale of Pay : PB2 Rs. 9300-34800, Grade Pay Rs. 4200
Age limit : Upto 35 Years (Relaxation as per GOI Rules)

Educational Qualification & Experience

1st Class B.Lib. Science or equivalent with 5 years experience

Sl. No. 10: PA to Director

No. of Post : 01 (One) No. (UR)
Scale of Pay : PB2 Rs. 9300-34800 + GP Rs. 4200
Age limit : 18-27 Years (Relaxation as per GOI Rules)

Educational Qualification & Experience

Graduate with 05 years experience possessing shorthand speed of 120/100 W.P.M. **Desirable:** Working Knowledge of Computer Operation.

Sl. No. 11: Stenographer

No. of Post : 01 (One) No. (UR)
Scale of Pay : PB1 Rs. 5200-20200 + Grade Pay Rs. 2400
Age limit : 18-27 Years (Relaxation as per GOI Rules)

Educational Qualification & Experience

Matriculation or equivalent possessing shorthand speed of 100/80 W.P.M. **Desirable:** Working Knowledge of Computer Operation.

Sl. No. 12: Record Management Assistant

No. of Post : 01 (One) No. (UR)
Scale of Pay : PB1 Rs. 5200-20200 + Grade Pay Rs. 2400
Age limit : 21-27 Years (Relaxation as per GOI Rules)

Educational Qualification & Experience

Graduate from a recognized University **Desirable:** Working Knowledge of Computer Operation & Diploma in Material Management.

Sl. No. 13: Office Assistant

No. of Post : 01 (One) No. (UR)
Scale of Pay : PB1 Rs. 5200-20200 + GP Rs. 1900
Age limit : 18 - 27 years (Relaxation as per GOI Rules)

Educational Qualification & Experience

Matriculation or equivalent with typewriting speed of 40 W.P.M. in English or 30 W.P.M. in Hindi

Desirable: Working knowledge of Computer Operation.

Sl. No. 14: Driver
No. of Post : 01 (One) No. (UR)
Scale of Pay : PB1 Rs. 5200-20200 + GP Rs. 1900
Age limit : 25 years. (Relaxable for Government servants upto the age of 40 years in the case of general candidate and upto 45 years in the case of candidates belonging to the SC/ST in accordance with the instructions or orders issued by the Central Government from time to time)

Educational Qualification & Experience

Matriculate having commercial driving license of light motor vehicle for more than 5 years experience with knowledge of minor repair and maintenance of Log Book.

Sl. No. 15: Attendant
No. of Post : 04 (Four) Nos. (UR-3, ST-1)
Scale of Pay : PB-1S Rs. 4440-7440 + Grade Pay Rs. 1650
Age limit : 18 - 27 years (Relaxation as per GOI Rules)

Educational Qualification & Experience

For 1st Post (Library)

Class VIII passed having working experience in a reputed library for 03 years experience

For 2nd to 4th Posts (Others)

Class VIII passed **Desirable:** Matriculate

GENERAL INFORMATION

Candidates meeting the above eligibility requirements may send in their application complete in all respects in the prescribed proforma (may be downloaded from the RIELIT, Kohima website www.rielitkohima.org.in) alongwith attested copies of certificates relating to qualifications, date of birth, etc. by the last date in an envelope superscribed as “**Application for the post of (name of the post)**” and addressed to **the Director, Regional Institute of e-Learning & Information Technology, Below New High Court Complex, Meriema, Post Box no. 733, Kohima - 797001, Nagaland** on or before **17th March, 2010**. Persons working in Govt./PSUs/Autonomous Bodies send their application **through proper channel**, along with photocopies of ACRs of the last five years duly attested by an officer not below the rank of Under Secretary or equivalent alongwith vigilance/disciplinary clearance. Applications received directly from such person will not be entertained.

Note:

- i) Govt. Orders regarding age relaxations to various categories of candidates will be applicable. There will be no age limit for internal candidates.
- ii) Applications which are not in conformity with the requirements indicated in the advertisement are liable to be rejected.
- iii) Only short-listed candidates will be called for interview. But wherever necessary, written test will be conducted. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for interview.

- iv) For application form the candidates may log on to the website of RIELIT, Kohima www.rielitkohima.org.in.
- v) Reservations in service for various categories will be followed as per Government Rules.
- vi) Actual number of post(s) to be filled up may be changed as per exact requirement of the centre.
- vii) Number of Years of experience indicated for all post is **after obtaining the eligibility qualification for that post.**
- viii) Candidates desiring to apply for more than one post must submit separate applications for each post.

Director,
RIELIT, Kohima

PROFORMA FOR APPLICATION

Application for the post of _____, RIELIT, Kohima

PART-I

1. Application for the post :
2. Name & Address :
(in Block letters)
3. Date of Birth* :
(in Christian era)
4. Educational Qualification* :
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

Affix one
recent passport
size
photograph

| | Qualification/experience Required | Qualifications/experience possessed by the officer |
|-----------|--------------------------------------|-------------------------------------------------------|
| Essential | (1) | |
| | (2) | |
| | (3) | |

Desired (1)

(2)

6. Please state clearly whether in the light of :
Entries made by you above, you meet the
Requirement of the post

7. *Details of employment, in chronological :
order. Enclose a separate sheet duly
authenticated by your signature, if the
space below is insufficient

| Office/Institution | Post held | From | To | Scale of pay and Basic Pay | Nature of duties (in detail) |
|--------------------|-----------|------|----|-------------------------------|------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

8. Nature of present employment* i.e. :
Ad-hoc or Temporary or Quasi-Permanent or Permanent/Pvt.

9. In case the present employment is held on :
Deputation/contract basis, please state

a) The date of initial appointment

b) Period of appointment on deputation/contract:

c) Name of the parent office/organization
which you belong

10. Additional details about present employment:
Please state whether working under
(Indicate the name of your employer against
the relevant column)

a) Central Government

b) State Government

c) Autonomous Organization

d) Government Undertaking

e) Universities

f) Others

11. Are in Revised Scale of Pay ? If yes, :
give the date from which the revision
took place and also indicate the pre-revised
scale

12. Total emoluments per month now drawn* :

13. Additional information, if any, which you :
would like to mention in support of your
suitability for the post.

[This among other things may provide information
with regard to (i) additional academic qualifications,
(ii) professional training and (iii) work experience over
and above prescribed in the Advertisement]

(Note: Enclose a separate sheet, if the space is insufficient)

14. Achievements in the career which may support:
your candidature
15. Whether belongs to SC/ST/OBC/PH/Ex-serviceman* :
16. Remarks [the candidate may indicate :
information with regard to (i) Research
publications and reports and special
projects (ii) Awards/Scholarship/Official
appreciation (iii) Affiliation with the
Professional bodies/Institutions/societies
and (iv) any other information

[Note: Enclose a separate sheet if the space is insufficient]

17. Contact No. (Off.) _____ (Res.) _____ (Mobile) _____

*In support, please enclose documentary proof.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Date: _____

(Signature of the candidate & address)

PART-II

(To be filled in by the Competent Authority in the case of candidates who are presently working in Government /PSUs/Autonomous Organizations only)

Certified that:-

- i) The information given above by the officer/staff is correct.
ii) No vigilance/disciplinary proceedings are either pending or contemplated against the above mentioned officer/staff.

Signature : _____
Name : _____
Designation : _____
Department/Organisation : _____

Date : _____
Place : _____