



DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY

(Deemed to be University U/S 3 of UGC Act 1956)

Girinagar, Pune-411 025



ADVT. No. 03-NTS-2023

Date: 01st May 2023

INVITING APPLICATION FOR THE CONTRACTUAL POST OF LIBRARY ASSISTANT

1. **The Defence Institute of Advanced Technology (DIAT)**, a Deemed to be University u/s 3 of UGC Act, 1956 is a premier educational institution significantly contributing in the sphere of Human Resource Development for the Defence Forces by way of imparting education, research and training on Defence Technologies to the officers of Armed Forces, Scientists of the DRDO, Technical officers of the Ordnance Factory Board, Directorate of Quality Assurance, Defence Public Sector Undertakings and friendly foreign countries. The Institute is also active in carrying out result oriented research as required for Defence and National security.

2. The Institute is located in a picturesque environment on the banks of Khadakwasla Lake surrounded by Sahyadri hills. The nearest Airport (30 kms) is at Lohegaon, Pune. The DIAT Campus is well served by the Pune Municipal Transport buses, auto rickshaws and taxis.

3. DIAT invites applications from eligible Indian Nationals for the post of Library Assistant on contract basis:-

Name of Post	No of Vacancies
Library Assistant (On Contract)	03

4. Minimum Qualifications for contractual engagement of Library Assistant (on contract) will be as under :-

Essential Qualification	Bachelor degree in Library Science with atleast second division or its equivalent grade from a reputed University/Institution; and Proficiency & knowledge of computer applications and operations*.
Period of Engagement	Initially for a period of 01 Year extendable upto 3 years, subject to satisfactory performance of the candidate & existence of need.
Remuneration	A consolidated salary of Rs 36,210/- per month.
Terms & Conditions	The Library Assistant (on contract) on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with DIAT, detailing the terms & conditions of engagement before being assigned any work.
Mode of selection	Candidates meeting the above eligibility criteria will be shortlisted and called for interview for assessment. The Candidate will be selected based on performance in the Interview. No correspondence in this regard will be entertained.
Age limit	Not more than 28 years as on 31st May 2023 .

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- (i) 'O' Level examination of DOEACC
- (ii) Certificate or Diploma course of Computer Operation or DPA console operator awarded by Vocational Education & Examination Board
- (iii) PG Diploma in Computer Application awarded by BTE
- (iv) Diploma in Computer Application / Computer Management / Information Technology / Computer Engineering awarded by any University recognized by UGC or AICTE or BTE
- (v) Diploma in Computerized Financial Accounting awarded by any University recognized by UGC or AICTE or BTE
- (vi) BCA/BCS/B. Sc.(IT) or higher qualifications in computers are exempted from above Computer Qualifications.

5. **Last date for receipt of completed applications is 31st May 2023.**

6. **How to apply:** Apply on prescribed application form downloaded from the 'Career' column of Institute's website, www.diat.ac.in. The duly completed application alongwith all supporting documents to be sent to **Dy Registrar(Admin), Defence Institute of Advanced Technology (Deemed to be University), Girinagar, Pune, Pin-411025** so as to reach on or before **31st May 2023** by 1700hrs. Shortlisted candidates will be intimated by e-mail and invited for interview accordingly.

7. **General Conditions/Information:-**

(a) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date of receipt of application. No enquiry asking for advice as to eligibility will be entertained. Their admission to all stages of the recruitment will be purely provisional and the final selection is subject to fulfilling the eligibility conditions. Hiding of information and providing false information will lead to cancellation of the candidature at any stage of recruitment.

(b) This engagement will not vest any right to claim for regular appointment in the DIAT for continued services. The university reserves the right to terminate his engagement any time even before the stipulated period in case of unsatisfactory performances, misconduct or any other administrative reasons / compulsions, at the discretion of the Vice Chancellor.

(c) The candidate will have to perform such other duties and work as assigned by the University.

(d) On expiry of the period of this engagement as per the offer of engagement, the candidate will not be required to turn up for duties unless the further extension is provided by DIAT.

(e) Candidates should carefully fill up all the required details in the application form including age, Education qualification, experience, category etc. No correspondence regarding change of details will be entertained. If any of their claims is found to be incorrect, or not provided supporting documents it will lead to rejection of their candidature. All qualifications obtained by the candidates should be from any recognized University/ Institution.

(f) Persons serving in Govt./Semi-Govt./PSUs/HEIs should submit application form **along** with all relevant supporting documents, duly self-attested, and **No Objection Certificate**.

(g) The candidates are advised/ required to visit the Institute website **www.diat.ac.in** and their e-mail id regularly for updates, if any.

(h) The Institute follows the reservation norms as per Govt. of India rules for SC, ST , OBC, EWS and PWDs. Central Govt. approved list of SC, ST and OBC categories is applicable at DIAT, Pune. The SC/ST/OBC-NCL/EWS are required to attach a copy of the Caste Certificate with the application in the format prescribed by the Govt. of India. OBC candidates under creamy-layer will not get the advantage of reservation under OBC category.

(i) DIAT reserves the right to fill up or not to fill up the position advertised in case of non-availability of suitable candidates. Also, Institute reserves the right to modify / defer or cancel the advertisement / recruitment at any stage of processing, without assigning any reasons.

(j) The Institute reserves right to conduct written tests/Skill Test (as the case may be) for such posts wherever it feels necessary.

(k) Mere fulfillment of the above-mentioned qualifications/ experience etc., does not entitle a candidate to be called for interview. The Institute may restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. Candidates should, therefore, furnish all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed.

(n) The candidate is responsible for correctness and authenticity of the information provided in the application if it is found at later date that the information given in the application is incorrect/false, the candidature/appointment/service is liable to be cancelled/terminated.

(o) In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.

(p) In case of any dispute, decision of the Vice Chancellor, DIAT Pune, shall be final. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Pune and courts/tribunals/forums at Pune only shall have sole and exclusive jurisdiction to try any such cause/disputes.

(q) Any form of Canvassing, directly or indirectly will result in disqualification of the candidature.

(r) **NO INTERIM INQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.** No information will be sent to those candidates who are not selected. Candidates are advised to check the DIAT Website www.diat.ac.in for related information from time to time.
