

**GOVT. POLYTECHNIC MANESAR**

Recruitment of Lecturers / Programmers and Workshop Instructors

Advertisement No. 1./2011

Closing Date: 27.7.2011

Applications on behalf of various Government Polytechnic Education Societies are invited on prescribed Performa from Indian Citizens for appointment to the following posts of Group 'B' & Group 'C' service in various disciplines in various Government Polytechnics running under the control of Education Societies in the State of Haryana under ambit of Technical Education Department.

Name of Posts	Name of Govt. Polytechnic	Category wise bifurcation of the posts		Total No. of Posts
		G.C.	S.C.	
Lecturer, Computer Engg.	Morni	1	0	1
	Sanghi	1	0	1
	Sampla	1	0	1
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>
Lecturer, Electronics Engg.	Nathu Sari Chopta	1	1	2
	Uttawar	2	0	2
	Manesar	1	0	1
	Loharu	2	0	2
	Sanghi	1	1	2
	Cheeka	3	0	3
	Sampla	1	0	1
	Narwana	2	0	2
<b>Total</b>	<b>13</b>	<b>2</b>	<b>15</b>	
Lecturer, Electrical Engg.	Nathu Sari Chopta	4	2	6
	Manesar	1	1	2
	Loharu	1	0	1
	Sanghi	3	0	3
	Cheeka	3	0	3
	Sampla	1	0	1
	Narwana	3	0	3
	<b>Total</b>	<b>16</b>	<b>3</b>	<b>19</b>
Lecturer, Mechanical Engg.	Uttawar	3	1	4
	Manesar	4	1	5
	Loharu	2	0	2
	Sanghi	2	1	3
	Lisana	1	0	1
	Cheeka	4	1	5
	Sampla	1	0	1
	Narwana	4	0	4

	<b>Total</b>	<b>21</b>	<b>4</b>	<b>25</b>
Lecturer, Civil Engg.	Uttawar	4	1	5
	Manesar	2	2	4
	Loharu	6	1	7
	Sanghi	2	0	2
	Lisana	3	0	3
	Cheeka	2	0	2
	Sampla	1	0	1
	<b>Total</b>	<b>20</b>	<b>4</b>	<b>24</b>
Lecturer, Automobile	Manesar	3	1	4
Lecturer, Pharmacy	Uttawar	4	1	5
Lecturer, Commercial Practice	Uttawar	1	0	1
Lecturer, Stenography (English)	Uttawar	1	0	1
Lecturer, Applied Science (Chemistry)	Uttawar	1	0	1
	Loharu	1	0	1
	Lisana	1	0	1
	Cheeka	1	0	1
	Sampla	1	0	1
	Narwana	1	0	1
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>6</b>
Lecturer, Applied Science (Physics)	Morni	1	0	1
	Loharu	2	0	2
	Lisana	1	0	1
	Sampla	1	0	1
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>5</b>
Lecturer, Applied Science (Math)	Morni	1	0	1
	Cheeka	1	0	1
	Sampla	1	0	1
	Narwana	1	0	1
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>
Lecturer, Applied Science (English)	Morni	1	0	1
	Sanghi	1	0	1
	Cheeka	1	0	1
	Sampla	1	0	1
	Narwana	1	0	1
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>5</b>
Lecturer, Management Programmer	Morni	1	0	1
Programmer	Cheeka	1	0	1
	Sampla	1	0	1
	Narwana	1	0	1
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>

	<b>G. Total</b>	<b>106</b>	<b>15</b>	<b>121</b>
<b>Name of Posts</b>	<b>Name of Govt. Polytechnic</b>	<b>Category wise bifurcation of the posts</b>		<b>Total No. of Posts</b>
		<b>G.C.</b>	<b>S.C.</b>	
Workshop Instructors (Mechanical)	Nathu Sarichopta	1	0	1
	Uttawar	2	0	2
	Lisana	1	0	1
	Cheeka	2	0	2
	Sampla	2	0	2
	Manesar	2	0	2
	Loharu	2	0	2
	Narwana	2	0	2
	<b>Total</b>	<b>14</b>	<b>0</b>	<b>14</b>
Workshop Instructors (Computer Engg.)	Morni	1	0	1
Workshop Instructors (Electrical Engg.)	Sanghi	2	0	2
	Cheeka	1	0	1
	Sampla	1	0	1
	Narwana	1	0	1
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>5</b>
Workshop Instructors (Electronics Engg.)	Sanghi	1	0	1
	Sampla	1	0	1
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>
Workshop Instructors (Chemical Engg.)	Sampla	1	0	1
Workshop Instructors (Plastic Technology)	Sampla	1	0	1
	<b>G. Total</b>	<b>24</b>	<b>0</b>	<b>24</b>

Number of Posts may increase or decrease without any prior notice.

## QUALIFICATIONS

Posts	Qualification
1. Lecturer in Computer Engineering / Programmer	<p>1<sup>st</sup> Class Bachelor's Degree in Computer Engineering from a recognized University / Institute.</p> <p style="text-align: center;">Or</p> <p>1<sup>st</sup> Class Master's Degree in Computer Application.</p> <p style="text-align: center;">Or</p> <p>Associate Member of Institution of Engineers (India) by examination in Computer Engineering with 60% marks in aggregate in Sections 'A' and 'B' after passing 3 Years Diploma in Computer Engineering in first division.</p> <p>II. Knowledge of Hindi/Sanskrit up to Matric Standard.</p>
2. Lecturer in Electronics Engineering	<p>1<sup>st</sup> Class Bachelor's Degree in Electronics Engineering / Electronics and Communication Engineering or Technology from a recognized University / Institute.</p> <p style="text-align: center;">Or</p> <p>Associate Member of Institution of Engineers (India) by examination in Electronics Engineering / Electronics and Communication Engineering with 60% marks in aggregate in Sections 'A' and 'B' after passing Three Years Diploma in Electronics Engineering / Electronics and Communication Engineering in first division.</p> <p>II. Knowledge of Hindi/Sanskrit up to Matric Standard.</p>
3. Lecturer in Electrical Engineering	<p>1<sup>st</sup> Class Bachelor's Degree in Electrical Engineering or Technology from a recognized University / Institute.</p> <p style="text-align: center;">Or</p> <p>Associate Member of Institution of Engineers (India) by examination in Electrical Engineering with 60% marks in aggregate in Sections 'A' and 'B' after passing Three Years Diploma in Electrical Engineering in first division.</p> <p>II. Knowledge of Hindi/Sanskrit up to Matric Standard.</p>
4. Lecturer in Mechanical Engineering	<p>1<sup>st</sup> Class Bachelor's Degree in Mechanical Engineering or Technology from a recognized University / Institute.</p> <p style="text-align: center;">Or</p> <p>Associate Member of Institution of Engineers (India) by examination in Mechanical Engineering with 60% marks in aggregate in Sections 'A' and 'B' after passing Three Years Diploma in Mechanical Engineering in first division.</p> <p>II. Knowledge of Hindi/Sanskrit up to Matric Standard.</p>
5. Lecturer in Civil Engineering	<p>1<sup>st</sup> Class Bachelor's Degree in Civil Engineering or Technology from a recognized University / Institute.</p> <p style="text-align: center;">Or</p> <p>Associate Member of Institution of Engineers (India) by examination in Civil Engineering with 60% marks in aggregate in Sections 'A' and 'B' after passing Three Years Diploma in Civil Engineering in first division.</p>

	II. Knowledge of Hindi/Sanskrit up to Matric Standard.
6. Lecturer in Automobile Engineering	<p>1<sup>st</sup> Class Bachelor's Degree in Automobile Engineering or Technology from a recognized University / Institute.</p> <p style="text-align: center;">Or</p> <p>1<sup>st</sup> Class Bachelor's Degree in Mechanical Engineering with Automobile Engineering as one of the subject, from a recognize University / Institute.</p> <p style="text-align: center;">Or</p> <p>Associate Member of Institution of Engineers (India) by examination in Automobile Engineering with 60% marks in aggregate in Section 'A' and 'B' after passing 3 Years Diploma in Automobile Engineering 1st division.</p> <p style="text-align: center;">Or</p> <p>Associate Member of Institution of Engineers (India) by examination in Mechanical Engineering with Automobile Engineering as one of the subject with 60% marks in aggregate in Sections 'A' and 'B' after passing Three Years Diploma in Automobile Engineering in first division.</p> <p>II. Knowledge of Hindi/Sanskrit up to Matric Standard.</p>
7. Lecturer in Pharmacy	<p>1<sup>st</sup> Class Master's Degree in Pharmacy from a recognized University / Institute.</p> <p>II. Knowledge of Hindi / Sanskrit up to Matric Standard.</p>
8. Lecturer in Commercial Practice	<p>1<sup>st</sup> Class Master's Degree in Commerce / Business Management or Business Administration from a recognized University / Institute.</p> <p style="text-align: center;">Or</p> <p>1<sup>st</sup> Class Bachelor's Degree in Commerce from a recognized University / Institute having qualification of Chartered Accountant / Company Secretary / Cost Accountant from the respective recognized Institute of India.</p> <p>II. Knowledge of Hindi / Sanskrit up to Matric Standard.</p>
9. Lecturer in Stenography (English)	<p>1<sup>st</sup> Class 3 years Diploma in Modern Office Practice.</p> <p>5 years professional experience in a Government Department / Public Limited Company / State Corporation, having speed of 100 words per minute shorthand in English with transcription there of 20 words per minute.</p> <p style="text-align: center;">Or</p> <p>5 years teaching experience in a Government Industrial Training Institute / Vocational Education Institute, or a similar Institute recognized by the Government, having speed of 100 words per minute shorthand in English with transcription thereof 20 words pr minute.</p> <p>II. Knowledge of Hindi / Sanskrit up to Matric Standard.</p>
10. Lecturer in Applied Science (Chemistry / Physics / Mathematics / English)	<p>1<sup>st</sup> Class Master's Degree in relevant subject of Applied Science from a recognized University Institute.</p> <p>II. Knowledge of Hindi / Sanskrit up to Matric Standard.</p>
11. Lecturer in Management	<p>1<sup>st</sup> Class Master's Degree in Business Management / Business Administration from a recognized University / Institute.</p>

	II. Knowledge of Hindi / Sanskrit up to Matric Standard.
12. Workshop Instructor Mechanical / Computer Engineering / Electrical Engineering / Electronics Engineering / Chemical Engineering/ Plastic Technology	<p>i) Matric or its equivalent</p> <p>ii) Industrial Training Institute certificate or its equivalent in the trade with atleast 60% marks.</p> <p>iii) Hindi up to Matric standard</p> <p>iv) Craft Instructor Training course in respective trade or two years experience in trade after attaining the basic qualifications.</p> <p>The practical experience should be in a recognized Institute (Recognized by All India Council for Technical Education or Government of India or in a Public Limited Company):</p> <p style="text-align: center;">OR</p> <p>i) Matric or equivalent</p> <p>ii) Diploma in Engineering in relevant trade from recognized Institute or Polytechnic awarded by State Board Technical Education with atleast 60% marks and craft Instructor Training course passed and experienced candidate will be preferred.</p> <p>iii) Hindi up to Matric Standard.</p>

### Age

- i) In case of Lecturers the candidate should not be less than 21 years or more than 40 years of age as on 1.8.2010.
- ii) In case of Workshop Instructor the candidate should not be less than 18 years or more than 40 years of age as on 1.8.2010.

## General Instructions

- 1) Candidate will submit single application for the vacancies in different Society Polytechnics in prescribed Performa attached.
- 2) Applicant must give choice of preferences for all the stations / Polytechnics in which the vacancies of that particular post and discipline are available. In case, the applicant does not give option / preference for posting at any Society Polytechnic, it shall be deemed to have forgone / surrendered his option to seek appointment at that station and no further, request / claim shall be admissible.
- 3) Application must reach Principal Govt. Polytechnic Manesar **by registered post only upto 27.7.2011** alongwith the requisite fee. The application received after the closing date or by ordinary post / by hand / courier shall not be entertained. **The name of post for which application is being submitted may be indicated on the top of the envelop clearly.** The applicant is required to pay the fee of Rs 500/- for lecturer and Rs 150/- for workshop instructor in case of general category and Rs 125/- for lecturer and Rs 35/- for workshop instructor in case of reserved category, in the form of **demand draft in the name of Principal, Govt. Polytechnic Manesar, payable at Manesar.**
- 4) In pursuance of instructions issued by Chief Secretary to Govt. of Haryana vide their letter No. 42 / 178 /2008-GS 1 dated 21.5.2009 regarding equivalency of the Technical Education, **the qualifications awarded by Deemed University in Distance Education mode for under graduate / degree / post graduate degree and diploma in Engineering / Technology shall not be recognized / entertained for such appointments.\***
- 5) For interview, number of candidates equal to three times of the vacancy of the post shall be called on the basis of overall merit .
- 6) Reservation will be as per state Govt. rules.
- 7) Selection / recruitment process be carried out on the criteria given below:

**a) SELECTION CRITERIA FOR LECTURERS / PROGRAMMER (Max. marks 100)**

i) <b><u>Matric</u></b>	<b>(10 marks)</b>
60% to 65 %	2 Marks
+ 65% to 70%	4 Marks
+ 70% to 75 %	6 Marks
+ 75% to 80%	8 Marks
+80% & above	10 Marks
ii) <b><u>Senior Secondary / Higher Secondary/ Pre University / Pre Engg. / Diploma</u></b>	<b>(15 marks)</b>
60% to 65 %	4 Marks
+ 65% to 70%	8 Marks
+ 70% to 75 %	9 Marks
+ 75% to 80%	12 Marks
+80% & above	15 Marks

iii) **Eligibility Qualifications** (10 marks)  
**(B.Tech./ M.Sc. etc. as applicable)**

60% to 65 %	2 Marks
+ 65% to 70%	4 Marks
+ 70% to 75 %	6 Marks
+ 75% to 80%	8 Marks
above 80%	10 Marks

iv) **Higher Qualifications (M. Tech / M. Phil)** 10 marks

v) **Aptitude Test** 25 marks

Relevant Subject	20 Marks
General Ability	5 Marks

vi) **Relevant Experience** 10 marks

( 1 Marks for every 1 year)

(Relevant experience means experience in the field of teaching / research / shop floor / quality control and not from the field of sales / service / marketing)

vii) **Interview** 20 marks

**b) SELECTION CRITERIA FOR WORKSHOP INSTRUCTORS CLASS-III (Maximum Marks 100)**

i) **Matric** (10 marks)

60% to 65 %	2 Marks
+ 65% to 70%	4 Marks
+ 70% to 75 %	6 Marks
+ 75% to 80%	8 Marks
+80% & above	10 Marks

ii) **ITI + CTI** (10+10 = 20 marks)

60% to 65 %	2 Marks
+ 65% to 70%	4 Marks
+ 70% to 75 %	6 Marks
+ 75% to 80%	8 Marks
+80% & above	10 Marks

iii) **Diploma** (20 marks)

60% to 65 %	4 Marks
+ 65% to 70%	8 Marks
+ 70% to 75 %	12 Marks
+ 75% to 80%	16 Marks
+80% & above	20 Marks

iv) **Higher Qualifications (B.Tech/AMIE)** (10 marks)

Less than 60%	2 marks
60% to 70%	4 Marks
+ 70% to 80 %	6 Marks
+ 80% to 90%	8 Marks
+90% & above	10 Marks

v) **Skill Test** **20 marks**

vi) **Interview** **20 marks**

- 8)** Allocation of Station / Society Polytechnic shall be on merit of over all marks scored and the choice of preferences exercised by the applicant.
- 9)** The services of Polytechnics running in societal mode shall be governed as per rules of the Society concerned and bye-laws / rules framed there under.
- 10)** The services of the Govt. Polytechnic Education Society are not transferable to other Govt. Polytechnic Education Society/ Govt. Polytechnics /Institute.
- 11)** No person shall be appointed to any post in the Service, unless he is:-
- a)** a citizen of india; or
  - b)** a subject of nepal; or
  - c)** a subject of Bhutan; or
  - d)** a Tibetan refugee who came over to India before the 1<sup>st</sup> January 1962, with the intension of permanently settling in India; or
  - e)** a person of Indian origin who has migrated from Pakistan, Burma, Shri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania, (formerly Tanganyka and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.
- Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.
- 12)** The appointments shall be made on temporary basis but likely to be continued and the person appointed to any post in the service as mentioned in the advertisement shall remain on probation for a period of 2 years. The Scale of pay of the posts shall be as under:-
- i) Lecturers / Programmer -PB-II- Rs. 9300-34800 + Grade Pay 5400/-
  - ii) Instructors PB-II Rs. 9300-34800 + Grade Pay 3200/-
- 13)** Prescribed Application Performa is attached herewith

**Note**

\* In accordance with the contents of Chief Secretary to Govt. of Haryana letter No. 42 / 178 /2 008 – 5GS-I dated 21.5.2009.

“No UG / PG Degree and Diploma in Engineering / Technology obtained through distance education mode is valid for initial appointments and promotions.”

Principal  
Govt. Polytechnic  
Manesar

# **Application Form**

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**(To be filled in by the office)**

Receipt No. ....

Date.....

Roll No. ....

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**(To be filled by candidate in his own handwriting)**

Advertisement No. : 1/2011

Date \_\_\_\_\_

Name of the post for which applied \_\_\_\_\_

Demand Draft No. \_\_\_\_\_

Date of Issue \_\_\_\_\_

Name of issuing Bank \_\_\_\_\_

Amount \_\_\_\_\_

Recent Passport  
photograph

1. Name of Applicant \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Mother's Name \_\_\_\_\_

4. Permanent Address with pin code \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Present Postal address with Pin Code \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Mobile Ph. No. \_\_\_\_\_



15. (B) Higher Qualifications, if any

Sr. No.	Exam passed	Year of passing	Duration of course	Subjects	University/ Board	Division	% of marks	Grade if any
1 .								
2 .								

16. Details of Previous Employment/ Experience.

(Starting with current employment)

Sr. No.	Name & address of employer	Whether Govt./Semi Govt./ Pvt. Ltd./Pvt. etc.	From (Date)	To (Date)	Designation	Scale of pay & total emoluments	Nature of duties performed
1							
2							
3							

17. List of Enclosures :

- (i) ..... (ii) ..... (iii) .....  
 (iv) ..... (v) ..... (vi) .....

18. Any other information you wish to furnish \_\_\_\_\_

**Declaration:**

I hereby declare that I have gone through and accept the General Instructions conveyed through the departmental website ([www.techeduhry.nic.in](http://www.techeduhry.nic.in)) referred in the advertisement for the purpose of said recruitment. Further, I solemnly affirm that all the statements made by me in this application are true and correct to the best of my knowledge and belief. I further understand that in the event of particulars or information furnished by me are being found false or incorrect, my candidature for the post is liable to be rejected or cancelled and if they are found to be false after appointment, my services are liable to be terminated without any notice to me.

Place:

Date:

(Signature of the candidate)