

## Document to go into the Website

# MAHATMA GANDHI INSTITUTE OF RURAL INDUSTRIALIZATION (MGIRI)

(A National Institute under the Ministry of Micro, Small and Medium Enterprises, Govt. of India)

Maganwadi, Wardha- 442001, Maharashtra, Phone: 07152-253513

Fax: 07152-240328, Email: director.mgiri@gmail.com, Website: www.mgiri.org

Ad. No: 2/2008

Applications are invited from eligible candidates for the following posts in the prescribed format\*. MGIRI is a national level technological institute to make Indian rural industries globally competitive through innovation, creativity, productivity, quality and entrepreneurship. It networks with advanced institutions like IISc, IITs, NITs. to empower the KVIC / MSME sector

No	Post/Scale/Category	Max Age	Qualifications, levels & Alternatives (full details in website: www.mgiri.org)
1	<b>System Manager (1) UR</b> (Rs 7500 - 250 -12000)	45	B.E. in computer Science & / M.Sc. in Applied Science/Mathematics/MCA with 8 Yrs' Experience Should be competent in handling large computing system and have organizational ability for coordination and managing various services and systems.
2	<b>Foreman (1) UR</b> (Rs 5500-175-9000)	45	Bachelor's Deg in Engineering with 7 yrs'. of relevant experience. <b>OR</b> Dip in Engineering in appropriate field with 10 yrs' of relevant experience.
3	<b>Sr. Mechanic (2) UR</b> (Rs 4500 -125-7000)	40	Dip. in Engineering of 3 yrs' duration in appropriate field with 7 yrs' relevant experience <b>OR</b> Sr. Secondary School (10+2) with ITI course of 12 months duration in appropriate field with 10 yrs' of relevant experience.
4	<b>Mechanic (2)-UR</b> (Rs 4000 -100-6000)	35	Dip. in Engineering (of 3 yrs' duration) in appropriate field with 5 yrs' of relevant experience; <b>OR</b> Sr. Secondary School (10+2) with ITI course of 12 months duration in appropriate field with 8 yrs' of relevant experience.
5	<b>Technical Assistant (4)</b> <b>3 UR; 1 OBC.</b> (Rs 4500-125-7000)	40:ur 43:obc	Masters Deg in Science / Bachelor's deg in Engineering with 2 yrs' of relevant experience. <b>OR</b> Bachelor's deg in Science / Dip. in Engineering in appropriate field with 7 yrs' of relevant experience.
6	<b>Sr. Lab Assistant (4)</b> <b>3 UR; 1 OBC</b> (Rs 4000 -100-6000)	35:-ur 38:obc	B.Sc. Deg / Dip in Engg. (3 yrs' duration) in appropriate field with 5 yrs' of relevant experience.
7	<b>Lab Assistant (3)UR</b> (Rs 4000-100-6000)	30	B.Sc. Deg/Dip in Engg. (3 yrs' duration) in appropriate field and preferably one yrs' of relevant experience.

The application with attested copies of certificate in support of age, educational qualification etc along with 2 passport size photograph (full name be written on backside) should reach the Director in the above address within 25 days of advertisement or within 32 days in case the applicant is from Northeast region of Assam Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of J&K State, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Island and Union territory of Lakshadweep. The envelope containing the application should be superscribed with: "APPLICATION FOR THE POST OF (Name of the Post) along with the date of advertisement and the name of the newspaper. Candidates serving in States / Central Govt., Autonomous bodies / Public Undertakings should apply through proper channel. Those belonging to OBC should mention and provide proof.

\*Note: Application must be sent in the format given in website: [www.mgiri.org](http://www.mgiri.org) or obtained from MGIRI either directly or through post.

**Director**

### DETAILED INFORMATION FOR THE POSTS

1. **One System Manager:** (Unreserved) **Pay Scale: Rs 7500-250-12000 Age: Not exceeding 45 years Educational qualification & Experience:** B.E. in computer Science & / M.Sc. in Applied Science/Mathematics/MCA with 8 Yrs' Experience Should be competent in handling large computing system and have organizational ability for coordination and managing various services and systems. **Functions:** To manage software related activities such as MIS/GIS, website, documentations etc. **Duties, responsibility & workload:** a) To develop, maintain and update the institute website. b) to develop and facilitate use of MIS /GIS on rural industrialization, interface activities, etc c) to develop linkages with other resource centers and abilities
2. **One Foreman:** (Unreserved) **Pay Scale: Rs 5500-175-9000 Age: Not exceeding 45 years Educational qualification & Experience:** Bachelor's Deg in Engineering with 7 yrs' of relevant experience. **OR** Dip in Engineering in appropriate field with 10 yrs' of relevant experience. **Functions:** The team consisting of Foreman, Sr. Mechanic and Mechanic will provide fabrication support in all R & D activities and development of new technology/ field experimentation. **Duties, responsibility & workload:** To plan and supervise fabrication and testing of prototype.
3. **Two Senior Mechanic:** (Unreserved) **Pay Scale: Rs 4500-125-7000 Age: Not exceeding 40 years. Educational qualification & Experience:** Dip. in Engineering of 3 yrs' duration in appropriate field with 7 yrs' relevant experience **OR** Sr. Secondary School (10+2) with ITI course of 12 months duration in appropriate field with 10 yrs' of relevant experience. **Functions:** The team consisting of Foreman, Sr. Mechanic and Mechanic will provide fabrication support in all R & D activities and development of new

technology/ field experimentation. **Duties, responsibility & workload:** To plan and supervise the fabrication and testing of prototypes.

4. **Two Mechanic:** (Unreserved) **Pay Scale: Rs 4000-100-6000 Age: Not exceeding 35 years. Educational qualification & Experience:** Dip. in Engineering (of 3 yrs' duration) in appropriate field with 5 yrs' of relevant experience; **OR** Sr. Secondary School (10+2) with ITI course of 12 months duration in appropriate field with 8 yrs' of relevant experience. **Functions:** The team consisting of Foreman, Sr. Mechanic and Mechanic will provide fabrication support in all R & D activities and development of new technology/field experimentation. **Duties, responsibility & workload:** To operate various machines and machine tools, to assist in fabrication work.
5. **Four Technical Assistant:** (3 Unreserved, 1 OBC) **Pay Scale: Rs 4500-125-7000 Age: Not exceeding 40 years. Educational qualification & Experience:** Masters Deg in Science / Bachelor's deg in Engineering with 2 yrs of relevant experience. **OR** Bachelor's deg in Science / Dip. in Engineering in appropriate field with 7 yrs' of relevant experience. **Functions:** The team consisting of Tech. Assistant, Sr. Lab Assistant and Lab Assistant will provide technical support to all R & D and testing work in laboratory. **Duties, responsibility & workload:** To carry out testing work and prototype development.
6. **Four Senior Laboratory Assistant:** (3 Unreserved, 1 OBC) **Pay Scale: Rs 4000-100-6000 Age: Not exceeding 35 years. Educational qualification & Experience:** B.Sc. Deg / Dip in Engg. (3 yrs' duration) in appropriate field with 5 yrs' of relevant experience. **Functions:** The team consisting of Tech. Assistant, Sr. Lab Assistant and Lab Assistant will provide technical support to all R & D and testing work in laboratory. **Duties, responsibility & workload:** To maintain and operate laboratory equipments and testing facilities.
7. **Three Laboratory Assistant:** (Unreserved) **Pay Scale: Rs 4000-100-6000 Age: Not exceeding 30 years. Educational qualification & Experience:** B.Sc. Deg/Dip in Engg. (3 yrs' duration) in appropriate field and preferably one yrs' of relevant experience. **Functions:** The team consisting of Tech. Assistant, Sr. Lab Assistant and Lab Assistant will provide technical support to all R & D and testing work in laboratory. **Duties, responsibility & workload:** To assist in operating and maintaining laboratory equipments and test facilities.

**Note :** For all the above posts relaxation of the qualification may be considered by a committee consisting of Five officials including KVIC, MGIRI, and Ministry constituted for this purpose, following the procedure adopted by Central Government where such relaxation have been provided by UPSC .

- The crucial date for the determining the age shall be 05-09-2008. The Age limit shown in the Sr.No. 5& 6 is relaxable up to 3years for OBC Candidates in respect of vacancies reserved for them.
- Candidates will be posted at MGIRI, Wardha (Maharashtra state) or its campuses /field stations elsewhere.
- Where the number of applications received is large the appointed committees will short list the candidates to be called for interview.

The application in the prescribed Proforma given hereunder should contain the information /particulars supported by attested (- originals of all the certificates to be produced at the time of

Interview)copies of certificate in support of age, educational qualification ,caste etc along with two passport size photographs (-full name be written on backside) should reach within 25days from the date of publication of the advertisement and 32 days in respect of application received by post from candidates residing in Northeast regions of Assam, Meghalaya, Arunachal Pradesh, Misoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of J&K State, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Island and Union territory of Lakshadweep. Applications incomplete in any manner are liable to be rejected without making reference to the candidate. The envelope containing the application should be super scribed “APPLICATION FOR THE POST OF (Name of the Post) IN MGIRI WARDHA” and “ADVERTISEMENT NO: 2/2008 in (name of News Paper) dated:\_\_\_\_\_” must reach within the stipulated period as above to The Director, MGIRI, Maganwadi, Wardha-442001,Maharashtra. Candidates serving in States/Central Govt., Autonomous bodies /Public Undertakings should apply through proper channel.

**Note:** Application must be sent in the format given below. Applications sent in any other format are liable to be rejected.

**DIRECTOR,**

## PRESCRIBED PROFORMA OF APPLICATION

**Applied for the Post of** \_\_\_\_\_

Please affix  
recent  
passport  
size  
Photograph

1) Full Name(in capital letters):

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(Surname)                      (First Name)                      (Father's/Husband's name)

2) Date of birth (Age as on --- /--- /2008):

3) Sex:

4) Nationality:

5) Religion:

6) Whether belongs to SC/St/OBC/OH:

7) Languages Known (Written and Spoken):

8) Present Address with Pin code number:

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9) Permanent Address with Pin code number:

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10) Educational qualification

(In chronological order start from minimum qualification)

Sr. No.	Name of the Examination Passed	Name of the Board/ University	Year of passing	Secured Marks /Total Marks	Percentage of marks /Rank/ Distinctions

11) Professional /Technical Qualification:

Sr. No.	Name of the Examination Passed	Name of the Board/ University	Year of passing	Percentage of marks /Rank /Distinctions

12) Experience in years : -

(Particulars of all previous and present employment are to be furnished )

Sr. No.	Name of the organization with full Address	Duration of work in years		Nature of work	Reasons for leaving
		From	To		

13) Nature of present employment: - (contract /permanent)

14) Whether working under State Govt. /Z. P.

if yes current roles & Responsibilities: -

15) Present total emoluments: -

**Declaration:**

I \_\_\_\_\_ hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I undersign that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation /termination without notice or any compensation in lieu thereof.

Date: -

Place: -

Signature