

**GOVERNMENT ENGINEERING COLLEGE, JHALAWAR**  
**(An Autonomous Institute of Govt. of Rajasthan)**  
**RECRUITMENT OF NON-TEACHING POSITIONS**

S. No.	Name of Post	Pay Scale , AGP	No. of Posts as per Roster					Sub-total Post
			SC	ST	OBC	UR	* P.H.	
1	Jr. Engineer (Civil)	9300-34800 (AGP-4200)	----	----	---	01	----	01
2	Asst. Librarian	9300-34800 (AGP-4200)	---	----	----	01	----	01
3	Accountant	9300-34800 (AGP-3600)	----	---	----	01	----	01
4	Steno	9300-34800 (AGP-3200)	----	----	---	01	---	01
5	Jr. Accountant	9300-34800 (AGP-3200)	----	---	---	01	----	01
6	Cashier	5200-20200 (AGP-2400)	----	----	---	01	----	01
7	U.D.C.	5200-20200 (AGP-2400)	----	----	---	01	---	01
8	Store Keeper	5200-20200 (AGP-2400)	----	----	----	01	----	01
9	Lab Assistant	5200-20200 (AGP-2400)	----	----	----	02	----	02
10	Technician Grade 'C'	5200-20200 (AGP-2000)	01	01	02	06		10
11	L.D.C.	5200-20200 (AGP-1900)	----	----	01	03	----	04
12	Library Clerk	5200-20200 (AGP-1900)	---	---	---	02	----	02
13	Care Taker	5200-20200 (AGP-1900)	---	---	---	01	---	01
14	Driver	5200-20200 (AGP-1900)	---	---	---	01	---	01
15	Lab Attendant	4750-7440 (AGP-1400)	01	01	02	08	----	12
16	Library Attendant	4750-7440 (AGP-1400)	----	----	---	01	----	01
17	Class IV	4750-7440 (AGP-1300)	---	---	---	03	----	03
Total			02	02	05	35		44

\* P.H. will be Considered as per Roster From S. No. 01 onwards

**QUALIFICATION & EXPERIENCE FOR NON-TEACHING POSITIONS**

**1. Jr. Engineer (Civil) (9300 -34800 + 4200)**

(i) Bachelor Degree in Civil Engineering.  
OR

Diploma in Civil Engineering with three years field experience as Junior Engineer.

(ii) Knowledge of Computer Application.

**Note:** Working experience of College / Organization shall be counted.

**2. Assistant Librarian (9300 - 34800 + 4200)**

(i) Master's Degree in Library Science/Information Science or an equivalent professional degree.

(ii) At least three years working experience in Library of a College/Institute.

(iii) Knowledge of Computer Application.

**Note:** Working experience of College / Organization shall be counted.

**3. Accountant (9300 -34800 + 3600)**

(i) Post Graduate in Arts/Science/commerce from recognized University.

(ii) Three years working experience as a Jr. Accountant or equivalent.

(iii) Knowledge of computer application.

**Note:** Working experience of College / Organization shall be counted.

**4. Steno (9300 -34800 + 3200)**

- i- Passed 12th examination from recognized Board /University.
- ii- “O” or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

OR

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/ State Council of Vocational Training Scheme.

OR

Diploma in Computer Science/Computer Applications of a University established by law in India or of an institution recognized by the Government.

OR

Diploma in Computer Science & Engineering from Polytechnic Institution recognized by the Government.

OR

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

- iii- One year working experience as steno or Two years working experience as office assistant or Three years working experience as LDC.
- iv- Shorthand dictation of 100 words per minute with transcription of typing of dictated passage speed 35 wpm on computer in Hindi and English.
- v- Typing Speed of 40 wpm (English) and 30wpm (Hindi) on computer.

**Note:** Working experience of College / Organization shall be counted.

**5. Jr. Accountant (9300 -34800, AGP- 3200)**

- (i) Graduate in Arts/Science/Commerce/ Computer from University established by law in India.
- (ii) Two years working experience of accounts.
- (iii) Knowledge of Computer Application.

**Note:** Working experience of College / Organization shall be counted.

**6. Cashier (5200 -20200, AGP- 2400)**

- (i) Graduate in any discipline from University established by law in India.
- (ii) Knowledge of Computer Application.
- (iii) Two years working experience as accounts clerk.

**Note :** Working experience of only Autonomous Institute / College shall be counted.

**7 U.D.C. (5200 -20200, AGP- 2400)**

- (i) Passed 12<sup>th</sup> examination of recognized Board / University.
- (ii) “O” or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

OR

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/ State Council of Vocational Training Scheme.

OR

Diploma in computer Science/Computer Applications of a University established by law in India or of an institution recognized by the Government.

OR

Diploma in Computer Science & Engineering from Polytechnic Institution recognized by the Government.

OR

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

- (iii) Typing Speed of 40 wpm (English) and 30wpm (Hindi )on computer.
- (iv) 5 year working experience on the post of L.D.C.

**Note:** Working experience of College / Organization shall be counted.

**8. Store Keeper (5200 -20200, AGP- 2400)**

- (i) Graduate in any discipline from University established by law in India.
- (ii) Two years experience of dealing with stores.
- (iii) Knowledge of Computer Application

**Note:** Working experience of College / Organization shall be counted.

**9. Lab. Assistant (5200 -20200, AGP- 2400)**

- (i) Science Graduate with PCM.
- (ii) Knowledge of Computer Application.
- (iii) Two years working experience in the laboratory of a College / Institute.

**Note:** Working experience of College / Organization shall be counted.

**10. Technician Grade 'C' (5200 -20200, AGP- 2000)**

**(Computer/ ECE/ Civil/ Electrical/ Mechanical/IT/Plumber/Carpenter /Turner/ Diesel Mechanic )**

- (i) Passed 10<sup>th</sup> examination from recognized Board / University.
- (ii) Knowledge of Computer Application.
- (iii) ITI or equivalent in relevant field with two years working experience in recognized Industry / concerned Trade or Diploma in relevant field.

**Note:** Working experience of College / Organization shall be counted.

**11. LDC (5200 -20200, AGP- 1900)**

- (i) Passed 12<sup>th</sup> examination from recognized Board / University.
- (ii) "O" or higher level certificate course conducted by DOEACC under control of the Department of Electronics, Government of India.  
OR  
Computer Operator & Programming Assistant (COPA) / Data Preparation and Computer Software (DPCS) certificate organized under National / State Council of Vocational Training Scheme.  
OR  
Diploma in Computer Science / Computer Applications of a University established by law in India or of an institution recognized by the Government.  
OR  
Diploma in Computer Science & Engineering from polytechnic institution recognized by the Government.  
OR  
Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.
- (iii) Typing Speed of 40 wpm (English) and 30 wpm (Hindi) on Computer

**Note:** Working experience of College / Organization shall be counted.

**12. Library Clerk (5200 -20200 + 1900)**

- (i) 12<sup>th</sup> Passed examination from recognized board /university.
- (ii) Certificate/Diploma in Library Science from recognized Board/University.
- (iii) "O" or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

OR

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/ State Council of Vocational Training Scheme.

OR

Diploma in computer Science/Computer Applications of a University established by law in India or of an institution recognized by the Government.

OR

Diploma in Computer Science & Engineering from polytechnic institution recognized by the Government.

OR

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

- (iv) Typing Speed of 40 wpm (English) and 30 wpm (Hindi) on Computer.

**Note:** Working experience of College / Organization shall be counted.

**13. Caretaker (5200 -20200 + 1900)**

- (i) 12<sup>th</sup> passed examination from recognized Board /University.
- (ii) Knowledge of Computer Application.
- (iii) Three years experience of maintenance including sanitation, building, classes, labs & security in a college/institute.

**Note:** Working experience of College / Organization shall be counted.

**14. Driver (5200 -20200, AGP- 1900)**

- (i) Passed 8<sup>th</sup> Class with heavy or light Duty Driving License.
- (ii) Three years working experience as a Driver and must also possess the following:-
  - Sight 6 x 6 with or without glasses.
  - Knowledge of road side repairs & efficiency in Driving to be examined through a Trade Test.

**Note:** Working experience of College / Organization shall be counted.

**15. Lab. Attendant (4750 -7440, AGP- 1400)**

- (i) Passed Secondary Exam from a recognized Board / University and Two years experience of working in labs of College / Institute.
- OR
- (ii) Passed ITI exam from recognized Board / University.

**Note:** Working experience of College / Organization shall be counted.

**16. Library Attendant (4750 -7440 , AGP- 1400)**

- (i) Passed Secondary Exam from a recognized Board / University and Two years experience of working in Library of College / Institute.
- OR
- (ii) Passed ITI exam from recognized Board / University.

**Note:** Working experience of College / Organization shall be counted.

**17. Class IV (4750 -7440, AGP- 1300)**

- (i) Passed 8<sup>th</sup> Class.  
Desirable :
- (ii) One year experience of working in office / lab of College / Institute.

**Note:** Working experience of College / Organization shall be counted.

## GENERAL TERMS & CONDITIONS

1. Government Engineering College, Jhalawar is a Autonomous Institute established under Govt. Engineering College Society, Jhalawar. All posts are purely under Self Financing Scheme (SFS). Services will be governed by the rules framed by Govt. Engineering College Society, Jhalawar from time to time.
2. Appointments shall be made as Probationer-Trainee for a minimum period of two years on consolidated salary. Probation can also be extended in case of unsatisfactory performance. Full scale shall be implemented after completion of satisfactory probation period.
3. For details and application form, please visit our website. The application form can be downloaded from website ([www.gecj.ac.in](http://www.gecj.ac.in)) and submitted.
4. Services of the selected candidates will be governed by the rules and regulations of the Govt. Engineering College Society, Jhalawar which are in force or may be amended from time to time.
5. For each post, candidate should apply separately. Number of posts can be increased / decreased / cancelled at the discretion of the college authorities. The decision of college authority in this regard will be final and binding.
6. Applications are to be sent through proper channel by the candidates already in service.
7. Age for all the posts shall be 18 - 45 years. Age relaxation upto 5 years shall be given to those who have working experience of a Govt. / Govt. Autonomous Institute / College.
8. Reservation will be as per the Government of Rajasthan rules / notifications.
9. Application should be submitted only in the prescribed application form supported by all the attested documents. Documents must be attested by a Gazette Officer and also be signed by the candidates. In case of false / forged documents, candidature shall be rejected at any stage and candidate will be punished under law.
- 10. Any candidate, who has more than 2 children on or after 01.06.2002 will not be eligible, provided that the person having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he / she has on 1<sup>st</sup> June, 2002 does not increase provided further that where a candidate has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children. Declaration should be attached along with the application form on plain paper by all the applicants.**
11. The college authority reserves the right not to fill any of the post advertised.
12. For screening of the applications for any post, the criteria may be higher than given depending upon the decision of the college authorities. No TA / DA shall be payable to the candidates for appearing in Tests / Interviews.

13. The College will not be responsible for any delay including postal delay while receiving the filled application form, appearing in Test / Interview.
14. Incomplete applications shall be rejected without giving any reason.
15. Application form can be downloaded from College website [www.gecj.ac.in](http://www.gecj.ac.in). The completed application form along with necessary documents and Demand Draft of Rs.250/- for General category and Rs.150/- for SC/ST category in favour of "Principal, Government Engineering College, Jhalawar." payable at Jhalawar must reach in the office by due date.
16. The candidates should write their Name, Father's Name, Address and Name of the post applied for on the reverse side of the Demand Draft.
- 17. The envelope containing the application should be clearly super-scribed "Application for the Post of \_\_\_\_\_" on top of the envelope.**
18. Candidates are advised to visit college website for the information of written Test / Trade Test / Interview etc.
19. Last date for receipt of duly completed applications in all respect along with requisite fee is 30<sup>th</sup> April, 2012 till 5:00 pm.

**Amount of Fixed Remuneration during probation period**

Pay Band	AGP	Amount of Fixed Remuneration per Month during Probation Period (Rs.)
4750 -7440	1300	4850
4750 -7440	1400	5050
5200 -20200	1900	6100
5200 -20200	2000	6400
5200 -20200	2400	7900
9300 -34800	3200	10000
9300 -34800	3600	11100
9300 -34800	4200	13050