



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVT. OF INDIA)

Nelson Mandela Marg, Vasant Kunj, New Delhi- 110070

Phone No.: 011-29581000 Website: www.aicte-india.org

The All India Council for Technical Education (AICTE) invites applications in the prescribed proforma from well qualified and experienced candidates for appointment to the following posts on direct recruitment basis in the Council. The details of posts are as under:

Sl. No	Name of the post	Pay Scale/ Pay Level	Probationary period	No. of Posts and Category
1.	Photocopy Machine Operator/ Group 'C'	Pay level-2 Rs.19900-63200 (as per 7 th CPC)	2 years	01 Reserved for Visually Handicapped (VH) with Low vision
2.	Staff Car Driver/ Group 'C'	Pay level-2 Rs.19900-63200 (as per 7 th CPC)	2 years	01 (UR)

The process of recruitment may include Screening, Trade Test as applicable, as per number of eligible candidates. The details regarding the Qualifications, Experience, Age and General Terms & Conditions for appointment on direct recruitment basis, along with prescribed proforma for application is available at the AICTE's website (<https://www.aicte-india.org/bulletins/advertisements>) from **28.12.2020** Interested candidates may apply online for the above posts on or before 29.01.2021

Advt. No. Admn./Estt./12(02)/2020-21

Member Secretary



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A statutory body of the Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110 070

Advertisement No (Admn./Estt./12(02)/2020-21

The All India Council for Technical Education (AICTE) invites applications for filling up the following vacancies on direct recruitment basis. The details of vacancies, age limit, educational and other qualification etc. are as follows:

Sl. No	Post	No of vacancies	Category	Age Limit	Qualification
1.	Photocopy Machine Operator Pay Level- 2 Rs. 19900-63200/- (as per 7 th CPC)	01	Reserved for (VH-Low vision)	Not exceeding 30 years (The upper age-limit shall be relaxable in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central (Government))	1. Degree from the recognized University or equivalent. 2. Typing speed of 30 words per minute in English or 25 words per minute in Hindi or Diploma in Computer Application from a recognized Institute. Desirable: 1. Experience in general office work, handling files etc. 2. Knowledge in Computer Application. Experience: Experience in operating reprographic machinery and electronic photocopy equipment is essential.
2.	Staff Car Driver Pay Level- 2 Rs. 19900-63200/- (as per 7 th CPC)	01	Reserved for (UR)	Not exceeding 40 years (The upper age limit shall be relax able in the case of candidates belonging to the Scheduled Castes and Schedules Tribes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government)	1. Class VIII Pass 2. Possessing valid driving license for motor car 3. Five years driving experience of motor car. 4. Knowledge of motor mechanism

GENERAL CONDITION

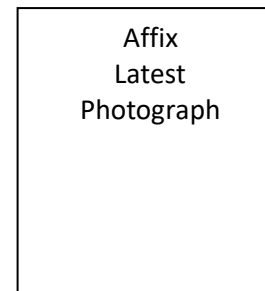
1. Number of posts is tentative, may vary and Council reserves the right to increase or decrease number of posts and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for test.
3. Interested candidates may apply online in AICTE Web portal www.aicte-india.org on or before **29.01.2021** Proforma for applying online will be available on the AICTE website **w.e.f. 28.12.2020**. A printout of the duly filled in and submitted application should be downloaded from the portal. The downloaded application should be signed and affixed with self-photograph (passport size).
4. The downloaded application complete in all respect must be sent through Proper Channel, if applicable, to: **Director (Admn.), All India Council for Technical Education, Nelson Mandela Marg, Vasant Kunj, New Delhi-110 070 Latest by 29.01.2021**. Envelope containing application should be super-scribed with **"APPLICATION FOR THE POST OF _____ (Sl. No. _____)."**
5. The candidates short-listed for test will be informed by post/e-mail. The Council will not be responsible for any postal delay.
6. Original certificates should be produced only at the time of test.
7. Candidates may send an advance copy of application, if applicable. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be necessary to furnish "**NO Objection Certificate**" from the parent department/present employer at the time of test (if applicable).
8. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
9. The decision of the Council in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
10. Candidates should specifically indicate the nature of disability in the prescribed application form Disability of the candidates should not be less the 40% of relevant disabilities. Candidates must possess a disability certificate as per the standard format issued by the Competent Authority under the directives/Guidelines/Instruction of the Persons with disabilities (Equal Opportunities. Protection of Rights and Full Participation) Rule.
11. The maximum age limit as prescribed for the post in the web portal Advertisement will be adhered to. However, relaxation for upper age limit in respect of reserve category of candidates will be as per Government of India Rules & Regulations in force.
12. The process of recruitment may include Screening, Trade Test as applicable.
13. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.
14. The SC/ ST/ OBC/ PH candidates must enclose an attested copy of the certificate issued by the Competent Authority in the prescribed Performa.
15. The OBC candidates are required to send their non-creamy layer certificate as per G.O.I. Dept. of Per. & Trg., OM. No. 36033/28/94-Estt.(Res.). dated 02/07/1997
16. The candidate appointed will be on probation for a period of two years

PROFORMA

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, NEW DELHI.

PART-A

1. Name of the post _____
2. Name in Full (in block letters) _____
3. Father's / Husband's Name _____
4. Date of Birth _____ Age _____
5. Nationality _____
6. a) Address for correspondence (in block letters)



Pin Code _____

Telephone _____ E-Mail ID _____

- b) Permanent Address (in block letters)

Pin Code _____

7. Whether you belong to (Please tick) SC _____ ST _____ OBC _____ PH _____ GEN _____
(Attach copy of certificate if you belong to SC, ST, PH or OBC)

8. Educational Qualifications: -
(In chronological order from matriculation onwards)

Sl. No	Degree / Qualification	University/Board	Division or equivalent	Percentage or Marks

9. Professional Training: -

S. No.	Organization	Period		Particulars of Training
		From	To	

10. Knowledge of working on PC / work station and familiarity with software Packages
(Please specify) : _____

11. Employment Record (detail in reverse chronological order, starting with the last job),
if any:

Sl. No.	Name & Address of the Employer	Period of service in each post (Duration in Months) From To	Designation of post held & scale of pay	Nature of work and level of responsibilities

PART-B

Additional details about present employment , if any.

1. (a) Present Pay Scale _____

(Central Govt. / State Govt. / PSU / Private Enterprises / Others)

(Please delete which are not applicable)

(b) If pay scale has been revised recently, state the date of revision and also the pre- revised pay scale -----

(i) Basic Pay Pre- revised

Revised

(ii) Dearness Allowances

(iii) Other Allowances

(please specify) Total _____

(c) Basic pay expected Rs. _____

2. Please state whether working under :

- a) Central Government b) State Government
- c) Autonomous Organization d) Government Undertaking
- e) Universities f) Private Organization

3. Any other information you may wish to furnish _____

(in brief and no annexure be enclosed)

5. Name and address of 2 persons (not related to you) who are well acquainted with you academic record and professional work for reference:-

1. _____ 2. _____

PART-C

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time I am found to have concealed / distorted any material information my appointment shall be liable to be summarily terminated without notice/compensation.

SIGNATURE OF THE CANDIDATE

Place _____

Date _____

PART-D

FORWARDING AUTHORITY/EMPLOYERS ENDORSEMENT (in case of employment)

This is to certify that Dr./Sh./Smt.....is working asfromon *regular/contract/tenure appointment in our *department/institute/organization. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified. In case of *his/her selection, *he/she will be relieved on /deputation/direct recruitment and *his/her selection, *he/she will be relieved on /deputation/direct recruitment and *his/her lien *will/will not be retained by this organization.

*Strike out which ever is not applicable.

Signature of the Employer with Office Seal

Date _____

Place _____

Note: Attested copies of all the relevant documents must be attached with the application.