



# COLLEGE OF ENGINEERING PUNE

(An Autonomous Institute of Government of Maharashtra)  
(Permanent Affiliated of Savitribai Phule Pune University)  
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No:COEP/Diroff/Recruitment/Non Teaching/2020-21

Date: 22nd January 2021

## RECRUITMENT NOTIFICATION

Applications in prescribed format for filling the Institute created "Full time" posts on contract basis for 5 years period are invited from the eligible candidates.

Detailed Eligibility criteria mentioning number of posts, reservation, age limit, qualification, selection procedure, prescribed application form and terms and conditions are displayed here under.

All interested candidates are requested to peruse for details carefully and submit online application form on or before 08.02.2021 up to 5.00 pm along with online application fee of Rs.500 for open category candidates, Rs. 250 for Backward class and Specially enabled candidates [Non-refundable, Non-transferable]. Bank details are provided in this notification.

Date: 22nd January 2021

Director  
College of Engineering Pune

## Eligibility criteria for various posts

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Experience	Emoluments
1	Registrar <b>ON CONTRACT BASIS FOR PERIOD OF 5 YEARS</b>	01	<ul style="list-style-type: none"> <li>• <b>Essential:</b> <ol style="list-style-type: none"> <li>i. Candidate having Ph.D. qualification in the faculty of Engineering &amp; Technology / Management</li> <li>ii. Master's Degree in any discipline with at least 60% marks or its equivalent Grade Point, 5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates.</li> </ol> </li> <li>• <b>Desirable:</b> Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R&amp;D institution, all-round ability to co-ordinate and lead a team of officers with varied expertise.</li> </ul>	candidate shall be above 45 years of age and below 60 years of age as on last date of advertisement	<p>i. At least 15 years of experience as Teacher of which eight years should be in Assistant Professor grade (6th pay Scale Rs.12000-18300 or PB-3 AGP 8000) with experience in educational administration, financial and accounts management and capacity to lead the administration in institution and knowledge of computer and web-based administration in Educational Administration.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>At least 15 years of experience in educational administration, financial and accounts management and capacity to lead the administration in institution and knowledge of computer and web-based administration out of which 8 years as Deputy Registrar or an equivalent post.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Comparable experience in educational administration, financial and accounts management and capacity to lead the administration in institution and knowledge of computer and web-based administration in research establishments, institutions of Technical Education or in Government organization</p>	Level: S 27 : 1,18,500 - 2,14,100 (7th Pay Scale)

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Experience	Emoluments
2	Accounts Officer <b>ON CONTRACT BASIS FOR PERIOD OF 5 YEARS</b>	01	<ul style="list-style-type: none"> <li><b>Essential:</b> B.Com, M.Com or PG in Business Administration either first class or equivalent in any of the degrees. [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates].</li> </ul>	age not more than 50 years as on last date of advertisement	<ul style="list-style-type: none"> <li>Specialization in Accountancy / Finance / Taxation with at least 15 years experience of working of which minimum 3 years in Goods and Service Tax (GST) ACT related work including TDS Returns among others; and currently in the rank of Deputy Accounts Officer/Junior Accounts Officer or similar position and should also have the knowledge of Tally &amp; Accounts finalization, Taxation, Audits, Budget preparation, Customer follow-up, Bank Transactions, ensuring implementation of working of leading / building the team.</li> <li>Preference will be given to those having experience of doing articleship with CA Firm.</li> <li>To work in liaison with institutes CA and Auditors.</li> </ul>	Consolidated Salary of Rs.55,000/- p.m.
3	Accounts Assistant <b>ON CONTRACT BASIS FOR PERIOD OF 5 YEARS</b>	02	<ul style="list-style-type: none"> <li><b>Essential:</b> <ol style="list-style-type: none"> <li>B.Com, M.Com from recognized university with first class or equivalent Grade at B.Com and M.Com. [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates].</li> <li>Candidates must have completed certificate course in Tally with at least 3 years experience after completion of the course.</li> </ol> </li> </ul>	For General Category candidates age not more than 35 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	<ul style="list-style-type: none"> <li>Specialization in Accountancy / Finance with at least 5 years experience and should also have the knowledge of Tally &amp; Accounts finalization, Taxation, Audits, Budget preparation, Customer follow-up, Bank Transactions, ensuring implementation of working of leading / building the team.</li> </ul>	Consolidated Salary of Rs.22,000/- p.m.

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Experience	Emoluments
4	Junior Engineer (Estate) <b>ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS</b>	02	<ul style="list-style-type: none"> <li>• <b>Essential</b> <ol style="list-style-type: none"> <li>i. Diploma or BE/BTech in Civil Engineering in FIRST CLASS, from recognized educational institute of Government of Maharashtra/AICTE New Delhi. [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates].</li> <li>ii. Certificate in AutoCAD and MS office from recognized Institute of Government of Maharashtra.</li> </ol> </li> <li>• <b>Desirable</b> Proficient in other Civil Engineering related softwares.</li> </ul>	For General Category Not more than 35 Years & Reserved Category students not more than 43 years on last date of application.	Cumulative Minimum THREE years' experience on field and office work such as : <ul style="list-style-type: none"> <li>a) Survey work &amp; preparing drawing.</li> <li>b) Preparation of detailed estimate, Tender document, etc..</li> <li>c) Recording Measurement and preparing Bill of Quantities.</li> <li>d) Preparation of rate analysis &amp; specification.</li> <li>e) Quality control</li> <li>f) Scheduling using Bar charts &amp; CPM</li> </ul>	Consolidated Salary of Rs. 40,000/- p.m.
5	Assistant Database Operator <b>ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS</b>	03	<p><b>Essential</b> First class or Equivalent Grade in B.E. / B. Tech in Computer or Information Technology / Diploma / B.Sc./M.Sc. in Computer Science / BCA / MCA [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates].</p> <p><b>Desirable</b> Oracle/SQL DBA Certification or equivalent Certification</p>	For General Category Candidates Age Not more than 35 years & For Reserved category not more than 43 years as on last date of Advertisement	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 2 years Experience in XML</li> <li>• 2 years Experience in Database SQL server, SSRS reporting services, etc.</li> <li>• Knowledge of the Rational Database / SQL Programming</li> <li>• Thorough knowledge of database architecture and programming design</li> <li>• Should be able to configure, install and administer the database systems and tools</li> <li>• Microsoft 365 Excel / google form / Power Point</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• At least 3 years' experience in live NET(MVC) &amp; MSSQL based projects</li> </ul>	Consolidated salary of Rs. 30,000/- p. m.

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Experience	Emoluments
6	Scanning Electron Micro Scope-Operator <b>ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS</b>	01	<ul style="list-style-type: none"> <li><b>Essential:</b> Diploma/Degree in Metallurgy with First Class or equivalent grade <b>OR</b> B.Sc, M.sc in Physics or Chemistry from recognized university with first class or equivalent Grade at B.Sc and M.Sc. [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates].</li> </ul>	For General Category candidates age not more than 35 years & for Reserved Category candidates not more than 43 years as on last date of advertisement	<ul style="list-style-type: none"> <li><b>Essential:</b> At least 1 year experience in R&amp;D, Research lab or Quality control department of industry</li> <li><b>Desirable:</b> Experience in operation of the scientific equipments used for characterization like XRD, SEM, Dilatometer, FTIR, Raman-spectroscopy, TG-DSC etc. is desirable.</li> </ul>	Consolidated Salary of Rs. 25,000/- p.m.
7	Boiler Operator <b>ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS</b>	01	<ul style="list-style-type: none"> <li><b>Essential:</b> <ol style="list-style-type: none"> <li>Diploma in Mechanical Engineering in first class or equivalent Grade [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates].</li> <li>First Class Boiler Attendant Certificate and National Apprentice Certificate / National Trade Certificate in Boiler Maintenance/Boiler Attendant</li> </ol> </li> </ul>	For General Category candidates age not more than 35 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	<ul style="list-style-type: none"> <li>At least 3 years in industry in boiler operations particularly on Oil Fired Package Boiler</li> <li>Candidate should have knowledge of working of Steam Traps, Thermo-compressor and Heat Exchangers</li> <li>Must have experience with all duties and responsibilities under IBR, Maintaining the laboratory and equipment always in working conditions, conducting practical, assisting the lab in-charge and department in departmental and institutional activities.</li> </ul>	Consolidated Salary of Rs. 25,000/- p.m.

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Experience	Emoluments
8	Research Assistant for (PG Diploma in Product Design) <b>ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS</b>	01	<ul style="list-style-type: none"> <li>Essential</li> <li>First class or equivalent grade in B.E, B. Tech in Product Design / Mechanical / Production Engineering [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates]</li> <li>Desirable :               <ol style="list-style-type: none"> <li>Knowledge and experience of any one of the Industrial Design software such as Adobe Suite / Key Shot / Rhino / Alias / Solid Works</li> <li>Post Graduate Diploma / Post Graduate in Product Design</li> <li>Candidate should have exposure of handling administrative work</li> </ol> </li> </ul>	For General Category candidates age not more than 35 years & for Reserved Category candidates not more than 43 years as on last date of advertisement	1 year experience of research / teaching / Industry in any of the Industrial Design softwares such as <ol style="list-style-type: none"> <li>Adobe Suite</li> <li>Key Shot</li> <li>Rhino</li> <li>Alias</li> <li>Solid Works.</li> </ol>	Consolidated Salary of Rs 30,000/- p.m.
9	Library Assistant <b>ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS</b>	02	<ul style="list-style-type: none"> <li>Essential:               <ol style="list-style-type: none"> <li>First Class Bachelors Degree in Library and Information Science [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates]</li> </ol> </li> <li>Desirable :               <ol style="list-style-type: none"> <li>Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from recognised Institution</li> </ol> </li> </ul>	For General Category candidates age not more than 35 years & for Reserved Category candidates not more than 43 years as on last date of advertisement	2 years experience with knowledge of software such as <ol style="list-style-type: none"> <li>Slim</li> <li>Koha</li> <li>D Space and</li> <li>Green Stone</li> </ol>	Consolidated Salary of Rs 25,000/- p.m.

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Experience	Emoluments
10	Technical Assistant <b>ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS</b>	01	<ul style="list-style-type: none"> <li>• <b>Essential:</b> First class or equivalent Grade in B.E./B.Tech in Computer or Information Technology. [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates]</li> </ul>	For General Category candidates age not more than 35 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	<ul style="list-style-type: none"> <li>• At least 3 years experience of working in a Technical Laboratory related to the field of Communication.</li> <li>• Experience should involve maintenance of computer systems servers, peripheral equipments, software's for media and communication, training of students for communication skills,</li> <li>• Experience in drafting specifications, installation and day to day maintenance of the equipments and computing systems including operating system and software</li> </ul>	Consolidated Salary of Rs. 22,000/- p.m.

## Annexure - 1

Sr. No	Post	No of Posts	Reservation									
			SC (13%)	ST (7%)	VJ(A) (3%)	NT(B) (2.5%)	NT(C) (3.5%)	NT(D) (2%)	SBC (2%)	OBC (19%)	EWS (10%)	OPEN (38%)
1	Registrar	1	--	--	--	--	--	--	--	--	--	01
2	Accounts Officer	1	--	--	--	--	--	--	--	--	--	01
3	Accounts Assistant	2	01	01	--	--	--	--	--	--	--	--
4	Junior Engineer (Estate)	2	01	--	--	--	--	--	--	--	--	01
5	Assistant Database Operator	3	01	--	--	--	--	--	--	01	--	01
6	Scanning Electron Microscope-Operator	1	--	--	--	--	--	--	--	--	--	01
7	Boiler Operator	1	--	--	--	--	--	--	--	--	--	01
8	Research Assistant for (PG Diploma in Product Design)	1	--	--	--	--	--	--	--	--	--	01
9	Library Assistant	2	01	--	--	--	--	--	--	--	--	01
10	Technical Assistant	1	--	--	--	--	--	--	--	--	--	01



## Application Form:

Candidate must apply in the prescribed **ONLINE** application form displayed on the institute website "www.coep.org.in" under "Recruitment" tab.

- i. The candidate will pay online application fee using "**SBI COLLECT**" website. The procedure of payment in SBI COLLECT is given below. The application fee for Open Category candidates is **Rs. 500/-** and for Reserved Category candidates is **Rs. 250/-**; which is non transferable and non-refundable.

For payment of application fees, use following link.

<https://www.onlinesbi.com/sbicollect/icollecthome.htm>

MARK  $\checkmark$  in the box at the bottom of left hand side to accept the condition. Click on "Proceed"

Select state of corporate/ educational Institute : MAHARASHTRA

Select : EDUCATIONAL INSTITUTE

Select : COLLEGE OF ENGINEERING, PUNE; submit

Select payment category : "IRG income"

Fill up applicable information.

In remark - mention "application for the post of \_\_\_\_\_"

Confirm the details as mobile number, date of birth , Email id, text given.

Make the payment, "DU number" will be generated. Candidates are required to store this "DU number" for future correspondence.

The candidate will submit online form; upload the single PDF file including all the necessary scanned copies of documents/certificates.

The candidates are required to provide in the online form details of fee payment such as DU number or UTR number, amount paid and date of transaction. **Applications of the candidates not making the online payment of application fee and not providing its UTR/DU details will be treated as INCOMPLETE and will not be accepted for further processing.**

- ii. A single PDF file with size limit of 40 MB is to be created including the passport size digital photograph of the candidate, scanned certificates/documents related to qualifications, professional experience and achievements. This created file is required to be uploaded online. After submission of the application form, candidate will receive the acknowledgement receipt which will be saved /printed for future correspondence.
- iii. The last date for the receipt of the ONLINE application form is **8th February 2021 till 5:00 p.m.**

- iv. Candidates must also bring all relevant original certificates/documents along with photo ID proof for verification at the time of interview. The hard copies of duly filled in application with signature and self-attested photograph pasted on it along with all required self-attested copies of the certificates/documents will have to be submitted at the time of written test/presentation to the college authority.

### **Other terms and conditions**

- The institute may conduct screening tests if large number of applications are received.
- Interview will be conducted for short-listed candidates only.
- Services shall stand automatically terminated at the end of the contract period and also in between if performance of the selected candidate is not satisfactory on review after every quarter of service.
- Reserved category candidate must attach caste and caste validity certificate issued by the competent authority, along with the application. Candidates belonging to V.J. (A), N.T. (B), N.T.(C), N.T.(D), O.B.C., S.B.C., S.E.B.C. category must attach valid non-creamy layer certificate issued by the competent authority for considering the application on reserved post in addition to caste and caste validity certificate.
- Candidates belonging to EWS category must attach valid income certificate issued by the competent authority for considering the application on reserved post.
- Specially Enabled candidate must attach handicap certificate from competent authority with not less than 40% disability.
- Mere fulfillment of minimum qualification and experience requirements do not entitle the candidate to be called for an interview. A short listing criterion may be set higher than the minimum.
- The candidate has to attend written test / presentation / interview at his/her cost. No TA / DA is admissible and will not be paid to the candidate.
- Any misleading or wrong information provided may lead to summarily rejection of application / appointment, if found subsequently. Canvassing in any form by or on behalf of a candidate will lead to disqualification.
- The institute reserves all the rights to fill or not to fill the post(s) advertised.
- These appointments being on contractual basis by the Board of Governors of COEP, all the decisions related to the services of the selected candidates will be taken by COEP.
- Selected candidates shall have to submit affidavit and undertaking regarding no claim to regular positions in College of Engineering Pune as per the prescribed format on Rs. 100/- stamp paper at the time of joining.
- For any communication/clarification, candidates may write to **nonteaching2020@coep.ac.in**.

Date: 22nd January 2021

Director  
College of Engineering Pune