



COLLEGE OF ENGINEERING PUNE

(An Autonomous Institute of Government of Maharashtra)
(Permanent Affiliated of Savitribai Phule Pune University)
Shivajinagar, Pune – 411005

Tel No: (020) 25507000/9

Fax No: 25507299

Email: director@coep.ac.in

No:COEP/Diroff/Recruitment/Non Teaching/2021-22

Date: 21st July 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 5th August 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: 21st July 2021

Officiating 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 | Laboratory Manager ON CONTRACT BASIS FOR PERIOD OF 5 YEARS | 01 | <ul style="list-style-type: none"> • First class or equivalent Grade both in ME/M.Tech in Manufacturing/Production/Mechanical/ Industrial Engineering and B.E./ B.Tech in Manufacturing/Production/Mechanical/ Industrial Engineering. [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC /EWS category candidates] • At least 5 years relevant experience & exposure in development, maintenance, handling prototyping lab equipment related to the field of Additive Manufacturing (3D Printing) and Computer Aided Designing. | 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"> • Candidate should have knowledge of Metal 3D printer, FDM 3D Printers, SLA 3D Printers, and WAX 3D Printer. • Candidate should have academic experience of conducting practicals, lab sessions in the field of Additive Manufacturing. • Candidate should use 3D Scanners like Artec Spider, Solid Vision, Rapid-I. • Good knowledge of Engineering Designing, Proficiency with CAD Softwares like CATIA, Inventor, Solidworks, ANSYS. • Good knowledge of 3D Printing Softwares like Cura, PreForm, Grabcad, insight, Netfab. • Candidate should have experience in handling maintenance work of different 3D Printers and 3D Scanners. • Candidate should have experience in implementing new research projects, assisting all researchers and scholars in the institute in this field of Additive Manufacturing. | 7th Pay Scale Level – 10: 57700-205500 |

| Sr. No | Name of the Post | No. of Post | Educational Qualification | Age limit | Experience | Emoluments |
|--------|--|-------------|--|--|---|---|
| 2 | Accounts Officer ON CONTRACT BASIS FOR PERIOD OF 5 YEARS | 01 | <ul style="list-style-type: none"> • Essential: <ol style="list-style-type: none"> i. 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]. ii. MSCIT Certified | age not more than 50 years as on last date of advertisement | <ul style="list-style-type: none"> • 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 & Accounts finalization, Taxation, Audits, Budget preparation, Customer follow-up, Bank Transactions, ensuring implementation of working of leading / building the team. • Preference will be given to those having experience of doing articleship with CA Firm. • To work in liaison with institutes CA and Auditors. | Consolidated Salary of Rs.55,000/- p.m. |
| 3 | Accounts Assistant ON CONTRACT BASIS FOR PERIOD OF 5 YEARS | 02 | <ul style="list-style-type: none"> • Essential: <ol style="list-style-type: none"> i. 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]. ii. Candidates must have completed certificate course in Tally with at least 3 years experience after completion of the course. iii. MSCIT Certified | 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"> • Specialization in Accountancy / Finance with at least 5 years experience and should also have the knowledge of Tally & Accounts finalization, Taxation, Audits, Budget preparation, Customer follow-up, Bank Transactions, ensuring implementation of working of leading / building the team. | Consolidated Salary of Rs.22,000/- p.m. |

| Sr. No | Name of the Post | No. of Post | Educational Qualification | Age limit | Experience | Emoluments |
|--------|---|-------------|---|--|---|---|
| 4 | Assistant Database Operator ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS | 02 | <p>Essential</p> <ul style="list-style-type: none"> 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>Desirable</p> <ul style="list-style-type: none"> 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> | <p>Essential</p> <ul style="list-style-type: none"> 2 years Experience in XML 2 years Experience in Database SQL server, SSRS reporting services, etc. Knowledge of the Rational Database / SQL Programming Thorough knowledge of database architecture and programming design Should be able to configure, install and administer the database systems & tools Microsoft 365 Excel / Google form / Power Point <p>Desirable</p> <ul style="list-style-type: none"> At least 3 years' experience in live NET(MVC) & MSSQL based projects | Consolidated salary of Rs. 30,000/- p. m. |
| 5 | Scanning Electron Micro Scope-Operator ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS | 01 | <ul style="list-style-type: none"> Essential: <ol style="list-style-type: none"> Diploma/Degree in Metallurgy / Instrumentation with First Class or equivalent grade <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> B.Sc or M.sc in Physics or Chemistry or Instrumentation 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]. MSCIT Certified | <p>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</p> | <ul style="list-style-type: none"> Essential: At least 1 year experience in R&D, Research lab or Quality control department of industry Desirable: Experience in operation of the scientific equipments used for characterization like XRD, SEM, Dilatometer, FTIR, Raman-spectroscopy, TG-DSC etc. is desirable. | Consolidated Salary of Rs. 25,000/- p.m. |

| Sr. No | Name of the Post | No. of Post | Educational Qualification | Age limit | Experience | Emoluments |
|--------|--|-------------|---|---|--|--|
| 6 | Boiler Operator ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS | 01 | <ul style="list-style-type: none"> • Essential: <ol style="list-style-type: none"> i. Diploma in Mechanical Engineering in first class or equivalent Grade [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates]. ii. First Class Boiler Attendant Certificate and National Apprentice Certificate / National Trade Certificate in Boiler Maintenance/Boiler Attendant iii. MSCIT Certified | 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"> • At least 3 years in industry in boiler operations particularly on Oil Fired Package Boiler • Candidate should have knowledge of working of Steam Traps, Thermo-compressor and Heat Exchangers • 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. | Consolidated Salary of Rs. 25,000/- p.m. |
| 7 | Warden ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS | 04 | <ul style="list-style-type: none"> • Essential <ol style="list-style-type: none"> i. Graduate degree in any field with relevant experience of minimum five years as hostel warden of minimum 500 residential capacity [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates]. ii. MS-CIT certified | For General Category Not more than 35 Years & Category students not more than 43 years on last date of application. Age not more than 55 years those retired from the Armed forces. | <ul style="list-style-type: none"> • Priority for Warden experience related to government or private Hostel. • Work in all shifts of day, night. • To keep 24X7 connect with students so that no untoward incidents occur. • Trained in safety related work. | Consolidated Salary of Rs. 25,000/- 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 | Laboratory Manager | 1 | -- | -- | -- | -- | -- | -- | -- | -- | -- | 01 |
| 2 | Accounts Officer | 1 | -- | -- | -- | -- | -- | -- | -- | -- | -- | 01 |
| 3 | Accounts Assistant | 2 | 01 | 01 | -- | -- | -- | -- | -- | -- | -- | -- |
| 4 | Assistant Database Operator | 2 | -- | -- | -- | -- | -- | -- | -- | -- | -- | 02 |
| 5 | Scanning Electron Microscope-Operator | 1 | -- | -- | -- | -- | -- | -- | -- | -- | -- | 01 |
| 6 | Boiler Operator | 1 | -- | -- | -- | -- | -- | -- | -- | -- | -- | 01 |
| 7 | Warden | 4 | -- | 01 | -- | -- | -- | -- | -- | -- | 01 | 02 |

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 **5th August 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

- For the position of laboratory manager written test will be conducted based on GATE syllabus of Mechanical/ Production & Industrial Engineering followed by CAD Software proficiency test.
- 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. 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.
- Character: Exemplary outstanding / very good. No police cases registered / pending. Character certificate to that effect from Gazetted officer / Principal, Head of the Institute. To be submitted by all candidates along with the application.
- 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 **nonteaching2021@coep.ac.in**.

Date: 21st July 2021

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