



Dr. Bhimrao Ambedkar University, Agra
Institute of Engineering & Technology, Khandari Campus, Agra

Reference No. : RW/01/2019

Date: 08/03/2019

Applications are invited from eligible candidates for the following vacant teaching/non-teaching posts in the Institute of Engineering & Technology being run under self-financing scheme on the Contractual basis. The duly filled applications-form together with a Bank-Draft worth Rs. 700/- (Seven Hundred Only) for Gen/OBC Candidates and Rs. 500 (Five Hundred Only) for SC/ST candidates in favor of the the Finance Officer, Dr. Bhimrao Ambedkar University, Agra should reach to the Registrar, Registrar Office, Dr. Bhimrao Ambedkar University, Paliwal Park Campus, Agra 282002, through Registered/Speed Post latest by 06.04.2019.

Teaching Posts				
Sl.	Post	Department/Subject	Post	Qualification
1	Professor	Civil Engineering	01	Refer to Annexure - 1
2		Computer Science & Engineering	01	
3		Electrical Engineering	01	
4		Electronics & Comm. Engineering	01	
5		Mechanical Engineering	01	
6	Associate Professor	Civil Engineering	01	
7		Computer Science & Engineering	01	
8		Electrical Engineering	01	
9		Electronics & Comm. Engineering	01	
10		Mechanical Engineering	01	
11	Assistant Professor	Civil Engineering	07	
12		Computer Science & Engineering	07	
13		Electrical Engineering	07	
14		Electronics & Comm. Engineering	07	
15		Mechanical Engineering	07	
16		Mathematics	04	
17		Physics	03	
18		Chemistry	02	
19		English	02	
20		Management	02	
21		Computer Science	02	



Non-Teaching Posts			
Sl.	Name of Post	Post	Qualification
1.	Training & Placement Officer	01	Refer to Annexure - 2
2.	Administrative Officer	01	
3.	Security Incharge	01	
4.	Stenographer	01	
5.	Computer Operator	02	
6.	Lab Assistant (CE Lab)	02	
7.	Lab Assistant (CSE Lab)	02	
8.	Lab Assistant (ME Lab)	03	
9.	Lab Assistant (EE Lab)	02	
10.	Lab Assistant (ECE Lab)	02	
11.	Lab Assistant (Physics Lab)	01	
12.	Lab Assistant (Chemistry Lab)	01	
13.	Electrician	01	
14.	Gardener	02	
15.	Plumber	01	
16.	Carpenter	01	
17.	Lab Boy	06	
18.	Peon	03	
19.	Sweeper	06	

- 1. Eligibility/Qualifications :** As per UGC/AICTE Norms
- 2. Reservation :** Shall be as per UP State Govt. norms
- 3. Salary :** As per University norms
- 4.** The University reserves the right to fill/not fill to any of the above post(s).
- 5.** The appointee's service shall be governed under Self Financing Courses runs in the University
- 6.** No TA/DA shall be admissible to attend the interview and written test.
- 7.** The numbers of post may be increase or decrease, University reserves all the rights to fill or not fill the above mentioned post(s).
- 8.** Application form is available on University website www.dbrau.org.in
- 9.** Retired persons below 65 years may also apply. (For Teaching posts only)
- 10.** Reporting Time for Interview 30 minutes before schedule time.
- 11.** For non-teaching posts, there shall be a written test and qualified candidated shall be called for interview.

(Registrar)

**FACULTY NORMS - PRESCRIBED BY AICTE****BE./B.Tech.**

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/ M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and / or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.



Non-Teaching Posts Norms

1. Placement Officer

- Full time B.E./B. Tech in Engineering/Technology from reputed Institution/University.
- Possessing MBA-HR from reputed Institution is an added value
- Minimum 2 year of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in liaison with various industries for placement.

▪ Required Qualities

Placement Officer should possess

- ◆ Excellent communication skills (oral & written) and Interpersonal skills.
- ◆ Ability to create and build reciprocal relations with plastics and allied industries, Manufacturing Industries, PSUs, MNCs and other organizations.
- ◆ Ability to work and keep calm under pressure.
- ◆ Ability to facilitate Industry/Institute Interaction
- ◆ Positive attitude, proactive and optimistic nature.

▪ Job Profile and Responsibilities

- To look after day to day activities of placement.
- To have liaison with Industries, Government and Non-Government Organization.
- To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc.,
- To prepare the students for competitive examinations such as TOEFL, GRE, GATE, CAT, etc.
- To create data base on Alumni and their present position
- To arrange for expert lectures by industry professional.
- To collect feedback from industries coming for placement
- To arrange workshop for entrepreneurship development.
- To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.
- Any other duties assigned by centre in- charge relevant to student.

2. Administrative Officer

- Good academic record plus Masters' degree (i.e. MBA) with at least 55% of marks or its equivalent grade.
- Minimum 3 years' experience in the supervisory or equivalent cadre in a government department/University/Educational or research Institution/Teaching and/or government project management along with proven administration capabilities.

▪ Required Qualities

Administrative Officer should possess:

- ◆ Extensive knowledge about government project management. (specially MHRD funded project)
- ◆ The incumbent should possess good communication, analytical, administrative and managerial skill and aptitude for drafting/noting in English.



- ◆ Should be able to coordinate/liaise with other divisions/departments and participate in discussion with senior functionaries and academicians to express free and frank opinion on the issues.
- ◆ Positive attitude, proactive and optimistic nature
- ◆ Knowledge about preparing and maintaining Books of Accounts.
- ◆ Strong technological literacy
- ◆ Well verse with Accounting Software (i.e. Tally ERP latest versions)
- ◆ Well verse with Tax deduction policies (TDS, GST etc.)

▪ **Job Profile and Responsibilities**

- Maintain and update Institution database.
- Organize a filing system for important and confidential documents.
- Managing office supplies stock and placing order
- Prepare regular reports on expenses and office budgets
- Takes care of students scholarships
- To advise on the matters related with overall administration as and when needed.
- Maintain the faculty member leave records.
- Takes care of HR policies of the Institution.

3. Security Incharge

- Masters' Degree of a recognized University or equivalent.

▪ **Required Qualities**

Security Incharge should possess

- ◆ Proven experience as security manager or similar position
- ◆ Experience using relevant technology and equipment (e.g. CCTV)
- ◆ Experience in reporting and emergency response planning
- ◆ Excellent knowledge of security protocols and procedures
- ◆ Excellent communication and interpersonal skills

▪ **Job Profile and Responsibilities**

- Developing and implementing security policies, protocols and procedures
- Train and supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events

4. Stenographer

- Passed Senior Secondary School (10+2) Examination or its equivalent examination.
- Shorthand speed of 120 words per minute and typing speed of 30 words per minute in Hindi.
- Knowledge of Computers.

▪ **Required Qualities**

Stenographer should possess

- ◆ Excellent communication skills (oral & written)
- ◆ Takes dictation in shorthand of correspondence, reports, and other matter.
- ◆ Performs variety of clerical duties
- ◆ May perform stenographic duties in professional office and be designated Legal Stenographer; Technical Stenographer
- ◆ May work for public stenographic service and be designated Public Stenographer



5. Computer Operator

- Graduation and Certificate/Diploma Course in Computer Applications from recognized Institution or equivalent **Or** CCC from DOEACC
- Knowledge in handling computer applications.

▪ Required Qualities

Computer Operator should possess

- ◆ Excellent communication skills (oral & written)
- ◆ Maintains confidentiality and protects operations by keeping information confidential.
- ◆ Handle maintenance and operation of computer systems
- ◆ Performs variety of clerical duties

6. Lab Assistant

- Should have passed Senior Secondary (10+2) or an equivalent examination with Science Subject **OR** Graduate with relevant subject.
- Should have ITI or Diploma in relevant subjects.

▪ Required Qualities

Lab Assistant should possess

- ◆ Excellent communication skills (oral & written)
- ◆ Conducting and supporting scientific investigations and experiments
- ◆ Planning, setting up and undertaking controlled experiments and trials
- ◆ Providing technical support
- ◆ Presenting results to senior staff
- ◆ Ordering and maintaining stock and resources

7. Electrician

- Senior Secondary (10+2) in Science Stream
- ITI or Diploma in relevant trade from a recognized institution with a Certified Electrician License issued by competent authority.
- 01 Year work experience (Desirable)

8. Gardener

- Highschool passed
- 01 Year work experience (Desirable)

9. Plumber

- Highschool with ITI Diploma in relevant trade
- 01 Year work experience (Desirable)

10. Carpenter

- Highschool with ITI Diploma in relevant trade
- 01 Year work experience (Desirable)

11. Lab Boy

- Class 8th Passed
- 01 Year work experience (Desirable)



12. Peon

- Class 10th Passed
- 01 Year work experience (Diserable)

13. Sweeper

- Class 5th Passed
- 01 Year work experience (Diserable)



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APPLICATION FORM

Notes:

1. The candidate should fill the Application Form Pen in her/his own hand writing neatly in CAPITAL LETTERS after carefully reading the instructions as laid down in the advertisement. Applications which are incomplete/unsigned will be liable to be rejected without any information.
2. Candidate should submit separate Applications Forms if he/she prefers to apply for more than one post.

1. Name of the Post:

2. Candidate's Name in Hindi:

3. Candidate's Name in English:
(Capital Letters)

4. Category (SC/ST/OBC/General):

5. Gender (Male/Female):

6. (a) Nationality: (b) Aadhar Card No. :

7. Father' Name/ Husband's Name :

8. Address for Correspondence:

9. (a) Date of Birth (in figures) : Age as on closing Date:

(b)Date of Birth (in Words) :

10. Marital Status (Married/Unmarried) :

11. Academic Qualification (Attach self attested copies of certificates):

S.No.	Class	Board/University	Subject	Year of Passing	Percentage
1	High School				
2	Intermediate				
3	Undergraduate Degree				
4	Post Graduate Degree				
5	NET/GATE				
6	M.Phil				
7	Ph.D.				
8	Title of Ph.D				

12. Details of Employment (Only Teaching Experience):

Name of the School/College	Post Held	From	To	Total (Years & Months)	Scale of Pay	Total monthly Emoluments	Adhoc/Temp/Contract / Permanent

13. Academic Achievement:

14. Research Publication:

15. (a) Mobile No. (mandatory) :

(b)E-Mail ID (mandatory) :

16. Any Other relevant Information (Co-curricular activities etc.):

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17. Declaration:

- (i) I hereby certify that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and have been filled in my own handwriting.
- (ii) I declare that as per the terms and condition of advertisement I am eligible for the post and have acquired all educational/professional qualifications and experience as on the date of advertisement.
- (iii) I also declare that I shall abide by all the rules and norms prescribed by the University.
- (iv) I understand that in the state of any information being found false or detected incorrect or incomplete at any stage come into the notice or any ineligibility being detected before, at or after the interview, my candidature/selection/appointment is liable to be cancelled/terminated automatically without any prior notice to me and action can be taken against me by the University.
- (v) The information submitted herein shall be treated as final in respect of my Candidature for the post applied for through this application form.

PLACE:

(Signature of the Candidate)

DATE:

Name:



Dr Bhimrao Ambedkar University, Agra

Additional API Performa for Professor, Associate Professor & Assistant Professor

ACADEMIC PERFORMANCE INDICATORS BASED ON PERFORMANCE BASED APPRAISAL
SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENT
OF TEACHERS AND OTHER ACADEMIC STAFF
AS PER UGC REGULATIONS, 2010

Advertisement No./Notification No:	
Name of the Applicant	
Date of Birth	
Post applied for and Subject	
Name of the Department	

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS

CATEGORY I : TEACHING, LEARNING AND EVALUTION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening / selection committee.

S. No.	Nature of Activity	Max. Score	Self-Assessment Score (to be filled by applicant)			Verified API Score (for official use)
			Year I	Year II	Year III	
1.	Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated	50				
2.	Lectures or other teaching duties in excess of the UGC norms	10				
3.	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20				
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20				
5.	Examination duties (Invigilation; question paper setting, evaluation / assessment of answer scripts) as per allotment.	25				
	Total Score	125				
	Minimum API Score Required	75				



CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for co-curricular and extension activities; and professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening / selection committee.

S. No.	Nature of Activity	Max. Score	Self-Assessment Score (to be filled by applicant)			Verified API Score (for official use)
			Year I	Year II	Year III	
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20				
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committee and responsibilities.	15				
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talk, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15				
	Minimum API Score Required	15				

Supporting documents, wherever required be attached.



Category – III: Research and Academic Contributions

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API required from this category is different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening / selection committee.

S. No.	APIs	Engineering / Agriculture/Veterinary Sciences / Sciences / Medical Sciences	Faculties of Languages Arts/ Humanities/Social Sciences/ Library/ Physical Education / Management	Max. points for University and college teachers position	Self-Assessment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research Papers Published in:	Refereed Journals*	Refereed Journals*	15/publication		
		Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers.	10/Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication		
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system.	50 / sole author; 10 / chapter in an edited book		
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 / sole author, and 5 / chapter in edited book		
		Subject Books by other local publishers with ISBN/ISSN numbers.	Subject Books by other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited book		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with	5 / Chapter		



		national and international directories.	numbers of national and international directories.			
III (C)	Research Projects					
III (C) (i)	Sponsored Projects carried out / ongoing	(a) Major Projects amount mobilized with grants above Rs. 30.0 lakhs	Major Projects amount mobilized with grants above Rs. 5.0 lakhs	20 / each Project		
		(b) Major Projects Amount mobilized with minimum of Rs 5.00 lakhs up to Rs. 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 / each project		
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10 / each project		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs, for Science and social sciences respectively		
III (C) (iii)	Completed projects Quality Evaluation	Completed project report (Accepted by funding agency)	Completed project report (Accepted by funding agency)	20 / each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome / Outputs	Patent /Technology transfer/ Product/ Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent/ and 50 / each for International level		
III (D)	RESEARCH GUIDANCE					
III (D) (i)	M. Phil.	Degree awarded only	Degree awarded only	3 / each candidate		
III (D) (ii)	Ph. D.	Degree awarded	Degree awarded	10 / each candidate		
		Thesis submitted	Thesis submitted	7 / each candidate		
III (E)	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS					
III (E) (i)	Refresher courses, Research	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 / each		



	methodology workshops, training, teaching-learning-evaluation technology programmes, soft skills development and faculty development programmes etc. (Maximum of 30 Points)	(b) One week duration	(b) One week duration	10/each		
III (E) (ii)	Papers in Conference/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		(a) International Conference	(a) International Conference	10/ each		
		(b) National	(b) National	7.5/ each		
		(c) Regional and State Level	(c) Regional and State Level	5/ each		
		(d) Local-University/ College level	(d) Local-University/ College level	3 /each		
III (E) (iv)	Invited lectures or presentations for conference/ symposia	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5 /each		

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Supporting documents, wherever required must be produced to IQAC.

(Signature of Applicant)



SUMMARY OF API SCORES

Cate- gory	Criteria		API Score for the Assessment Period	Verified API Score*
I	TEACHING, LEARNING AND EVALUTION RELATED ACTIVITIES			
II	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
III	RESEARCH AND ACADEMIC CONTRIBUTIONS			
	CONSOLIDATED API SCORE (CATEGORY I + II+III)			

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled Assessment Criteria and Methodology proforma.

Signature of Applicant