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DOEACC SOCIETY

(A Scientific Society of Department of Information Technology)
(Government of India)

Recruitment to the post of Executive Director, DOEACC Society

DOEACC Society, New Delhi, an Autonomous Scientific Society of the Department of Information Technology, Ministry of Communications & IT, is a premier IT Education & Training Institution of the Government of India in the formal and non-formal sector. The objective of the Society is to carry out Human Resource Development activities in the area of Information, Electronics and Communications Technology (IECT) through its various Centres in the country, apart from Consultancy and related activities in India and abroad. The Society is presently engaged in implementation of national level schemes for Education & Training in Computers, Bio-Informatics, Computer Hardware, ITES- BPO, Embedded Systems, VLSI Design, Multi-media and Animation, amongst other programmes.

The Society currently has 15 Centres located at Aizawl, Agartala, Aurangabad, Calicut, Chandigarh, Chennai, Gangtok, Gorakhpur, Imphal, Itanagar, Kolkata, Kohima, Shillong, Srinagar/Jammu, Tezpur/Guwahati, and Regional Offices at Pudukottai and Patna catering to the needs of Education & Training, Consultancy and related activities, in the area of IECT. There is also a network of about 850 Institutes in the private sector accredited for DOEACC 'O', 'A', 'B' & 'C' level computer courses.

Applications are invited for the post of Executive Director for DOEACC Society in the Scale of Pay of PB-4: Rs. 37400-67000 with Grade Pay of Rs. 10,000/- (pre-revised Scale Rs. 18,400-22,400).

The Executive Director shall be the Chief Executive of DOEACC Society and shall have administrative and financial powers to implement decisions of the Governing Council (GC), evolve strategies and plans for proper management of DOEACC Society and shall make proposal to the GC regarding future plans, policies, Service Conditions etc of the Society.

Method of Recruitment:

Direct Recruitment/Transfer (absorption)/Deputation: The appointment would be for a tenure not exceeding 05 years or till date of retirement on superannuation, whichever is earlier.

A. Direct Recruitment:

Educational qualification and experience:

- Ph.D.(Engineering/Science) with 15 years experience;
OR
- M.Tech./M.E. in the area of Information, Electronics & Communications Technology/Electrical/Mechanical/Production/Industrial Design etc.; or equivalent qualification with 20 years experience;
OR
- B.E./B.Tech./B.Sc. Engg. in the area of Information, Electronics, Communications Technology/Electrical/Mechanical/Production/Industrial Design etc.; or equivalent with 25 years experience.

B. Transfer (absorption)/Deputation:

- In case of **recruitment by Transfer (absorption)/deputation):**

Officers of Central/State Govt./PSUs/Autonomous bodies holding analogous posts on regular basis:
OR

having 5 years' regular service in the pre-revised scale of pay of Rs.16,400-450-20,000.

- possessing the qualifications prescribed for Direct Recruitment.

(Exemption from the rule of immediate absorption for appointing candidates on deputation presently exists upto 16.10.2013, and is likely to be extended further)

Age Limit: Below 55 years for Direct Recruitment (Relaxation as per the Government of India Rules) and 56 years for Deputation/Absorption. The age will be as on the last date of receipt of applications.

JOB RESPONSIBILITIES :

The Executive Director:

- i) shall be responsible for planning, management and running of DOEACC Society under the overall guidance of the Governing Council;
- ii) shall be required to lead a group of professionally qualified team of IECT & management personnel at DOEACC Centres and managers of about 850 Institutes accredited for DOEACC 'O', 'A', 'B', & 'C' level courses;
- iii) will interact with leading IT Education and Training Experts/Officers from Academia, Industry and Government;
- iv) shall be responsible for preparation of Five Year Plans, Annual Plans, Budget etc. of the Society and its Centres, apart from developing new education and training programmes in the emerging areas of IECT for implementation in the non-formal sector.
- v) shall exercise such administrative and financial powers as contained in the DOEACC Society's Memorandum of Association, Rules & Regulations, or as delegated to him by the Governing Council from time to time.
- vi) shall be the Member Secretary of the Governing Council.

How to Apply:

Candidates meeting the above eligibility requirements may send their applications complete in all respects in the prescribed format along with attested copies of certificates relating to qualifications, relevant experience, date of birth, caste etc. by the last date prescribed for receipt of applications in an envelope super scribed as "Application for the post of ED, DOEACC" and addressed to: **Joint Director (ABC Division), Department of Information Technology, Ministry of Communications & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi – 110 003**

Persons working in Government/PSUs/autonomous organizations may send their application **through proper channel** along with photo copies of upto date ACR dossiers for the last 5 years duly attested by an officer not below the rank of under Secretary or equivalent and vigilance/disciplinary clearance. Applications received directly will not be entertained.

Last date for receipt of applications: Within 45 days of the publication of this advertisement in the Employment News.

Note:

1. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
2. Only short-listed candidates will be called for interview. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for interview.
3. Number of years of experience indicated for the post is after obtaining the specified degree for the post.
4. For application form the candidates may log on to the website; www.mit.gov.in, www.doeacc.edu.in, www.doeacc.ac.in.

PROFORMA FOR APPLICATION
Application for the post of Executive Director, DOEACC Society

PART-I

1. Name in Full:
2. Nationality:
3. Father's Name:
4. Date of Birth:
5. Marital Status:
6. Whether belongs to
SC/ST/OBC/PH/General:
7. Address for Correspondence:
8. Telephone Nos.- Office:
Residence:
Mobile:
Fax:
E.Mail I.D:

Affix one copy of
recent passport
size photograph

9. Academic & Professional Qualifications:

Name of the Instt./ Board/University	Year of Passing	Exam/Degree	Percentage of marks in aggregate and Division
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10. Field of Specialization:
11. Activities being presently handled:
12. Employment history in chronological
order and indicating in brief work-profile
of each position held:
13. Details of Research work and Publications:
(one set of reprints to be furnished, if available)
14. Details of present employment:
 - i) Designation of the post held:
 - ii) Date from which held:
 - iii) Scale of the pay of the post:
 - iv) Whether present post is held on regular/tenure/
deputation or adhoc basis and since when:
 - v) If on deputation, details of post held on
regular basis/ scale of pay and since when:
 - vi) Name of the organisation with full address:
indicating name and designation of the contact
person and Telephone/Fax numbers:
 - vii) Category of the Organisation:
 - a) Government / State Government:
 - b) PSU / Autonomous Bodies:
 - c) Private:
15. Whether applying on Direct Recruitment
or Transfer (i.e. absorption)/deputation basis. :

Declaration: I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Place : _____
Date : _____

Signature _____
Name of the applicant _____

PART-II

(To be filled in by the Competent Authority in the case of candidates who are presently working in Government /PSUs/Autonomous Organisations only)

Certified that :-

- i) the information given above by the officer is correct.
- ii) No vigilance/disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature:

Name:

Designation:

Department/
organization:

Date :