

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY**  
**(DEEMED UNIVERSITY, GIRINAGAR, PUNE-411025)**  
**(ISO 9001 Certified Institute)**

(An Autonomous Organisation fully funded by Department of  
Defence Research & Development, Ministry of Defence)  
(Telephone No. (020) 24389550/24304035/24304037)  
([www.diat.ac.in](http://www.diat.ac.in))

**Advertisement No. 03/2010-FO-DIAT (DU)**

**Dated : 05 Aug 2010**

1. The Defence Institute of Advanced Technology (DIAT) Deemed University (DU) is a premier educational institution significantly contributing in the sphere of Human Resources Development for the Defence Forces by way of imparting education and training on Defence Technology to the officers of Armed forces, Scientists of the DRDO, Technical officers of the Ordnance Factory Board, Directorate of Quality Assurance, Public Sector Undertakings and friendly foreign countries. DIAT (DU) is an ISO 9001:2000 certified Institute.

2. The Institute is located in a picturesque environment on the banks of Khadakwasla lake surrounded by Sahyadri hills. There is an all weather road between NDA and DIAT. The nearest Airport (30 kms) is at Lohegaon, Pune. The DIAT Campus is well served by the Pune Municipal Transport buses.

Contd...2/-

3. DIAT (DU) invites applications from the eligible candidates for the following Non-Teaching posts to be filled by direct recruitment/deputation. The minimum educational qualifications (i.e. essential & preferential qualifications), experience, maximum age limit etc for the post to be filled by direct recruitment/deputation is as under :-

Srl No.	Post for Direct Recruitment/ Deputation as specified	Minimum Educational Qualifications (i.e. Essential & Preferential), Experience etc	Age Limit not more than - for Direct Recruitment / Deputation
1.	<b>FINANCE OFFICER (Direct Recruitment/ Deputation)</b>  <b><u>Pay Band (Rs.) :</u></b> 37400-67000  <b><u>Grade Pay (Rs.) :</u></b> 10000  <b><u>No. of Posts :</u></b> 01  <b><u>Reservation Position/ Status :</u></b> 01 UR	<b><u>Essential Qualification :</u></b> Master's Degree with at least 55 % of the marks or its equivalent grade of B in UGC seven-point scale. 15 years of appropriate experience of financial management of which 8 years as Deputy Registrar/Deputy Finance Officer on an equivalent post of a University/Government <b>OR</b> Comparable experience in research establishment and/or other institutions of higher education <b>OR</b> With an overall service of 15 years including 12 years in post of Assistant Registrar/Assistant Finance Officer.  <b><u>Preferential Qualifications :</u></b> MBA (finance) / Chartered Accountant / ICWA / Chartered Financial Analyst (CFA) / SAS	55 years
<b>(Note) :</b> The above pay carries Dearness Allowances & other allowances as per Central Govt norms. Residential accommodation is available subject to availability & seniority as per waiting list)			

4. **Probation** : The period of probation for the post is **01 year** (if filled by Deputation, only the clause of 'Probation' will not be applicable). The tenure of deputation will be reviewed after 01 year. Maximum tenure of deputation is 03 years.

5. Age as prescribed shall be as on the 'closing date for receiving the applications' (i.e. **30 Aug 2010**).

6. Age relaxation wherever required will be admissible to the candidates belonging SC/ST/OBC (Non-Creamy Layer only)/Physically Challenged/Ex-Servicemen/other Categories as per Govt of India rules/orders on the subject.

7. Candidates already employed should submit their applications through proper channel. Those who send advance copies of applications will be considered only if they produce a "No Objection Certificate" from their employer. Those who apply for appointment on deputation terms should submit the applications along with vigilance/integrity certificates and attested copies of their confidential reports for the preceding five years.

Contd..3/-

8. Both ways Second Class Train fare is payable to outstation unemployed candidates belonging to SC/ ST category invited for the Interview.
9. Since the applications may be short-listed, mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for test/interview.
10. The number of vacancies is subject to change and DIAT (DU) reserves the right in this matter.
11. Reservation for OBCs shall not apply to certain persons/sections as mentioned in Govt of India, Deptt of personnel & Training OM No. 36012/22/93-Estt. SCT dated 08-09-2003 as amended from time to time. Reservation for OBC is applicable only to those mentioned in the Central List of OBCs recorded in OM No. 12011/68/93-BCC(C) dated 10-09-1993 as amended from time to time.
12. DIAT (DU) reserves the right to not fill up or any of the advertised position.
13. Canvassing in any form will be a disqualification. ***Postal delay shall not be entertained.***
14. No correspondence ***will be entertained in respect of advertisement, interview, selection and appointment etc.*** The candidates are requested to check the DIAT (DU) Website [www.diat.ac.in](http://www.diat.ac.in) for related information from time to time.
15. Applications are required to be submitted on the prescribed format only (given at **Appendix 'A'** to this Advt.) which can be downloaded from DIAT (DU) Website [www.diat.ac.in](http://www.diat.ac.in). The applications processing fee would be Rs. 200/- for General/OBC (Creamy Layer) candidates and Rs. 150/- for OBC candidates (Non-Creamy Layer only). SC/ST candidates are exempted from payment of application processing fee. The application processing fee is required to be submitted by Demand Draft drawn in favour of "The Vice Chancellor, DIAT (DU), Girinagar, Pune-411025" and payable at SBI, IAT Girinagar branch, Pune only. ***Application Form should be filled-in in own handwriting. Xerox copies of the Applications shall not be entertained. All belated, incomplete and the Applications which are not in prescribed form will be rejected and no intimation in this regard will be sent to the candidates.*** Applications received without the prescribed fee will be summarily rejected.
16. Separate applications for each post alongwith all the documents as mentioned in the prescribed application form, addressed to "The Vice Chancellor, DIAT (DU), Girinagar, Pune-411025 with the post applied for clearly superscribed on the envelope, may be sent by Registered Post/Speed Post only.
17. The last date for receiving the applications is **30 Aug 2010**. Applications received after the due date are liable to be summarily rejected.

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## **APPENDIX 'A'**

### **DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY** **(DEEMED UNIVERSITY, GIRINAGAR, PUNE-411025)**

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#### **Application for the post of Finance Officer**

<b>FOR OFFICE USE ONLY</b>
<b>REF. NO.                      DATE:</b>

<b>PASTE HERE A SIGNED COPY OF YOUR RECENT PASS-PORT SIZE PHOTOGRAPH</b>
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Name of the post applied for **FINANCE OFFICER**

Demand Draft No. .... Date .....  
for Rs. ...., Bank .....  
payable at ..... branch .....  
Advt. No. .... Date .....

#### **GENERAL INFORMATION :**

1. Name in Full : .....

2. Father's/Husband's Name : .....

3. Date of Birth: Day.....Month.....Year.....

(As recorded in Matriculation or equivalent certificate)

4. Age (as on the last date fixed for the receipt of application) :  
.....years.....months.

5. Nationality : .....

6. Marital Status : Married Unmarried

7. Sex : Male / Female

8. Do you belong to Scheduled Caste (SC) or Scheduled Tribe (ST) or Other Backward Class (OBC) (Non-Creamy layer) or Differently Abled (PH) ? If Yes, specify.....

Contd..2/-

9. PERMANENT ADDRESS :

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10. ADDRESS FOR CORRESPONDENCE : .....

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Email : .....

Land-line Ph. : ..... Mobile .....

11. EDUCATIONAL QUALIFICATIONS(\*) (from Matriculation onwards):

Examination	Board / University	Year of Passing	Marks		% of Marks	Subject/s Course
			Obtained	Out of		
Matriculation (10 <sup>th</sup> )						
Higher Secondary / Intermediate (10+2)						
Bachelor's Degree						
Master's Degree						
M.Phil						
Ph. D.						
Any other Degree/Diploma						
Technical Qualifications (if any)						

**(Note : (\*) Please attach separate sheet if the space is insufficient)**

12. TECHNICAL/PROFESSIONAL EXPERIENCE (Starting from the latest) :

Designation	Name of the Organization	Scale of Pay / Pay Structure /Pay in Pay Band + GP/AGP	Nature of Appointment	Period of Service		
				From	To	Period

**(Note : Please indicate Pay Band and Grade Pay separately)**

13. ADDITIONAL INFORMATION, IF ANY:

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I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I have enclosed attested copies of the supporting documents in respect of Sr. No. 3, 8, 11 and 12 above.

Place.....

Date.....

Signature of the Applicant

(Encl : As above)

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

### ENDORSEMENT OF THE EMPLOYER

Ref. No.....

Date.....

1. The application of \_\_\_\_\_ is hereby forwarded with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked/verified and found to be correct with reference to his/her service records.
3. Applicable in case of deputation: Attested copies of the applicant's confidential reports for the preceding five years alongwith vigilance/integrity certificates are enclosed.

Signature  
of the forwarding Officer  
(with office seal)

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CHECK LIST

- |    |   |       |                          |    |                          |
|----|---|-------|--------------------------|----|--------------------------|
| 1. | Have you signed the Application ?<br>(Tick ✓ Yes or No)   | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. | Have you attached the Attested Copies of all the<br>Certificates/Testimonials ?<br>(Tick ✓ Yes or No) | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. | Have you enclosed proof of Age ?<br>(Tick ✓ Yes or No)  | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4. | Have you enclosed requisite Demand Draft ?<br>(Tick ✓ Yes or No)                                      | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5. | Have you enclosed Attested Copy of<br>SC/ST/OBC/P.H.P. Certificate ?<br>(Tick ✓ Yes or No)            | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6. | Have you filled up the application form in your<br>own handwriting ?                                  | : YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |



