

Surajmal Memorial Education Society (SMES)

C-4, Janak Puri, New Delhi – 110058

REQUIRES - DIRECTORS

- 1. Director** for Maharaja Surajmal Institute of Technology, Delhi running B.Tech. (IT, CSE, ECE and EEE) programmes. Qualification and Experience as per AICTE norms. Attractive salary commensurate with qualifications and experience.
- 2. Director Placements** for its two GGSIPU affiliated HEI, Delhi having Master's degree in Business Administration, HR, Education, or related field and minimum 15 years of experience in placement, training & development. Attractive salary.

For details, refer to website www.surajmalmemorialeducationsociety.org Last date of receipt of application is 25.08.2025.

Date of Interview shall be notified through email.

Secretary (SMES)

RECRUITMENT

Sl. No.	Designation	Number of Post(s)	Essential Qualification, Experience & Other Criteria
1.	Director Maharaja Surajmal Institute of Technology C-4, Janakpuri, New Delhi – 110058 (a self-financed Institute, Affiliated to Guru Gobind Singh Indraprastha University, Delhi, NAAC 'A' Grade, NBA Accredited, ISO Certified) www.msit.in	One (01)	<p>Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the appropriate branch(*) and 15 years' experience in teaching / research / industry out of which 05 years must be at the level of Professor or above.</p> <p style="text-align: center;">OR</p> <p>Candidates from industry / profession with First Class Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. Degree with minimum of 15 years of experience of which at least 5 years should be at a Senior level comparable to that of a professor would also be eligible OR with a minimum of 3 years administrative experience at National / State / Institution level</p> <p style="text-align: center;">OR</p> <p>Candidates with First Class Master's degree in Engineering / Technology; Founder / Co-founder of a start-up / incubation unit recognized by MSME / Development of one MOOC course applicable at national platform / At least 2 utility patents granted / Authored at least 4 books (text/reference) with reputed publishers and organized at least four conference as convener</p> <p>Desirable :-</p> <p>(i) Administrative experience in a responsible position (ii) Membership of Professional Bodies (iii) Published Research Work of high standards</p> <p>Age :- The candidates applying for the post should preferably be below 60 years, however, retired persons below the age of 65 years may also apply. The appointment shall be on contractual basis for a period of 5 years.</p>
2.	Director Placements	One (01)	Master's degree in Business Administration, HR, Education, or related field and minimum 15 years of experience in placement, training & development.

Secretary (SMES)

Date of Advertisement Publication : 12.08.2025

Last Date of Application : 25.08.2025

APPLICATION FORM

APPLICATION FOR THE POST OF _____

Published in the _____ on _____

Space for
photograph.
Paste self-
attested
passport
photograph
here

Please send the filled in proforma alongwith copies of certificates with your current biodata
on or before 25.08.2025 by speed post / courier superscribing with the name of the post.

To

The Secretary

Surajmal Memorial Education Society

C-4, Janakpuri, New Delhi- 110058

1.	Post for which application submitted	Subject
2.	Name of the Candidate in Block Capital Letters	
3.	Category, write / tick the appropriate serial no.	1. General 2. OBC 3. SC 4. ST 5. PWD
4.	Present Address of the Candidate Write your complete address with Pin No.	
5.	Permanent Address, if permanent and present address are same write "do"	
6.	Phone No. for contact	
7.	Your email id which will be used for communication	
8.	Date of Birth (in figure)	
9.	Age, as on publication of advertisement	YY MM DD
10.	Gender (Male / Female / Other)	
11.	Marital Status : Married / Unmarried / Divorcee etc.	
12.	Are you employed? Where? State the organization and the post you hold there	
13.	Whether you are applying through NOC from present employer? Enclose NOC from Present Employer	
14.	Educational Qualification	Please fill in the Annexure A of this application and attach it. Nothing to be stated here

15.	Teaching experience in terms of number of years, please attach a certificate to this effect	Annexure - A
16.	Working knowledge of Computers	Yes / No
17.	Any other relevant information	

Certificate : I certify that the particulars stated above are true and nothing has been concealed.

Documents to be attached

1. Marksheet of Class Xth
2. Marksheet of Class XIIth
3. Qualification Degrees & Certificates & Final Consolidated Mark Sheet clearly mentioning aggregate percentage or an equivalent grade in a point scale wherever grading system is followed, as per requirement for the post applied.
4. Self-attested experience certificate (including the experience letter)
5. Paginate all the enclosed documents / certificates.

Undertaking

- i. I have gone through the Terms and Conditions provided in the website link and shall abide by the same.
- ii. It is also certified that all the information furnished above by me is true, complete and correct to the best of my knowledge and belief.
- iii. I have never been debarred by any organization for any illegal activity during my education / service.
- iv. I understand that in the event of any information found false / incorrect / suppressed or any ineligibility being detected before or after the test / interview / selection, my candidature is liable to be cancelled / my services are liable to be terminated and no correspondence will be entertained by MSI in this regard.
- v. I understand that MSIT and / SMES has the right to accept or reject the application without assigning any reason thereof. MSIT and / SMES has full right not to fill any vacancy advertised through this mode.

Place :

Name :

Date :

Signature :

Details of Educational Qualifications

Attach this annexure at the top of the testimonials just below the Application Form with Photocopies. Give a serial no. on the copies and indicate the serial no. in the last column

I. Educational Qualifications

<u>Sl. No.</u>	<u>Particular</u>	<u>Name of Board / University</u>	<u>Year of Passing</u>	<u>Division Secured</u>	<u>Percentage of Marks Obtained</u>	<u>Subjects</u>	<u>Sl. No. of the document in the bunch of document submitted by you. (give a sl. no. to each document you submit)</u>
1)	Xth						
2)	XIth						
3)	BA / B.Sc. / B.Com./ B.Tech. Examination or its equivalent						
4)	Masters / Post Graduate Degree or its equivalent						
5)	Ph.D.						
6)	Any Other Qualifications						

II. Employment / Teaching / Research / Industry/ Professional Experience

<u>Sl. No.</u>	<u>Name of the Institute / Employer / Organization</u>	<u>Post Held</u>	<u>Experience</u>			<u>Last Drawn Salary</u>	<u>Nature of Work / Duties</u>	<u>Attach Document with sl. no., if any</u>
			<u>From</u>	<u>To</u>	<u>Period in YY MM DD</u>			
1.								
2.								
3.								
4.								

III. Specialization / Achievement Related Information (Number may be mentioned however, details be enclosed separately)

- i. Honors / Awards / Recognitions Received
- ii. Professional Affiliations
- iii. List of Research Publications including popular articles, if any
- iv. List of best professional outputs / outcomes in last 10 years, relevant to present field of specialization
- v. Highlights of contributions to the area of specialization
- vi. Number of Books authored / edited
- vii. Number of Research Papers
- viii. Number of Patents / MOOC / Copy Rights / Trade Mark / IPR Granted and/or Applied for
- ix. Technologies developed, Licensed and / or commercialized with details.
- x. Dissertations supervised – Ph.D.

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Signature

NB : Application (preferably typed) should be sent only in the prescribed format supported by self-attested copies of testimonials failing which the application will be rejected out-rightly.

You are also requested to additionally fill the below proforma (Synopsis) (to be placed before Selection Committee) and send it alongwith the application in landscape mode (A4 size) Font size 11. (One Page only)

Synopsis

Sl. No.	Name, Address and DOB	Qualification and Specialization	Teaching / Other Industry Experience at various stages along with designation, pay-scale and name of Institutes / Organization	Administrative Experience
1.				

Signature of Candidate