

Maharaja Surajmal Institute of Technology (MSIT)
AICTE Approved, NBA Accredited, NAAC 'A' Grade Institution
(Affiliated to GGS Indraprastha University, Delhi)
C-4, Janak Puri, New Delhi – 110058

REQUIRES

DIRECTOR (PRINCIPAL) for Maharaja Surajmal Institute of Technology. The candidate should be holder of Ph.D. degree with 1st class degree at Bachelor/ Masters' level in Electronics / Computer Science / IT or EEE branch of Engineering / Technology with 15 years experience in teaching / industry / research, with a minimum of 3 years administrative experience at National / State / Institution level etc.

Detailed advertisement, prescribed proforma, and how to apply is available at our website www.msit.in Last date of receipt of application is 17.12.2024.

Secretary (SMES)

MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY
C-4, JANAKPURI, NEW DELHI – 110058
(A self-financed Institute, Affiliated to Guru Gobind Singh Indraprastha University,
Delhi and AICTE Approved)

Applications are invited for the post of Director (Principal) at
Maharaja Surajmal Institute of Technology

Date of Advertisement / Publication : 03.12.2024

Last Date of Receipt of Application : 17.12.2024

Maharaja Surajmal Institute of Technology (MSIT) is a premier Higher Education Institute run by Surajmal Memorial Education Society (SMES). MSIT is affiliated with Guru Gobind Singh Indraprastha University and has accreditation of NAAC 'A' and its courses are NBA Accredited. The MSIT has following courses running in shifts (Morning / & Evening) :-

- i) B.Tech. (Computer Science & Engineering)
- ii) B.Tech. (Information Technology)
- iii) B.Tech. (Electronics & Communication Engineering)
- iv) B.Tech. (Electrical & Electronics Engineering)

The candidate with fervor to manage and run the Institute professionally and with dedication can apply for the post of Director (Principal) of Maharaja Surajmal Institute of Technology. The Director is the executive authority and shall be responsible for the proper administration, coordination and providing leadership. The essential qualification for the aforesaid post is as under :-

Sl. No.	Designation	Number of Post(s)	Essential Qualification for Direct Recruitment of Director (Principal)
1.	Director (Principal)	01 (One)	Eligibility As Per AICTE (i) Ph.D. Degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch / appropriate branch (ii) At least two successful Ph.D. guided as Supervisor / Co-Supervisor OR Minimum 8 Research Publication in SCI Journals / UGC / AICTE approved list of Journals. OR At least 2 utility patents granted OR Authored at least 4 books (text /reference) with reputed publishers and organized at least four conferences as convener. OR

			<p>Founder / Co-Founder of a start-up/incubation unit recognized by MSME.</p> <p>OR</p> <p>Development of one MOOC course applicable at national platform</p> <p>OR</p> <p>Possess Postgraduate Certificate / Diploma / Degree in Management / Public Administration</p> <p>(iii) Minimum 15 years of experience in teaching / research / industry, with a minimum of 3 years administrative experience at National / State / Institutional level</p>
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Secretary (SMES)

Terms & Conditions:

- 1) All the columns should be filled in. Write N/A in case not applicable.
- 2) All the photocopy of Marksheets, Certificates, Experience Certificate etc. should be self-attested.
- 3) All the enclosed documents (including experience certificate etc.) should be page numbered.
- 4) The qualification and experience will be reckoned as on last date of receipt of application i.e. 17.12.2024.
- 5) Duly filled in application form and enclosures in pdf format should be sent to email id : recruitment@msijanakupuri.com as advance copy and the hard copy should be sent by speed post addressed to The Secretary, Surajmal Memorial Education Society (Maharaja Surajmal Institute), C-4, Janakpuri, New Delhi – 110058. The envelope should be super-scribed with “**The Application Form for the Post of Director (Principal) – MSIT**”.
- 6) Incomplete application form / application form not supported with documents will be summarily rejected and no correspondence in this regard shall be entertained.
- 7) In case of large number of application are received, the Management reserves the right to screening in the applications and only the screened in candidate will be called for interview as per fulfillment of criteria of screening of application.
- 8) Date of interview will be notified through the Institute’s website and also by email recruitment@msijanakupuri.com. No separate letters shall be sent to the candidates through any other mode hence the prospective candidates will only be notified through Institute’s website or email only for which please visit the website regularly.

Secretary (SMES)

APPLICATION FORM

(Please add the column to mention any additional qualification or experience as per your requirement in the relevant field)

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 at recruitment@msijanakpuri.com by 17.12.2024.

To

The Secretary

Surajmal Memorial Education Society
(Maharaja Surajmal Institute of Technology)
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 last date of receipt of application	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 CGPA as per requirement for the post applied.
4. Self-attested experience certificate (including the experience letter from the current place of working.
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 submitted only one application for this position.
- iv. Further, I have never been debarred by any organization for any illegal activity during my education / service.
- v. 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.
- vi. I understand that MSIT has the right to accept or reject the application without assigning any reason thereof. MSI has full right not to fill any vacancy advertised through this mode.

Place :

Name :

Date :

Signature :

For Office Use only

Place :

Signature and Name of Verifying Officer

Date :

Annexure A

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

<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 by you</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)	XIIth						
3)	BA / B.Sc. / B.Com. Examination & its equivalent / B.Tech. etc.						
4)	Masters						
5)	Ph.D.						
6)	NET						
7)	Other Qualifications						

Details of Chapters / Publications/ Research Publications with ISSN and ISBN Nos./ Books / Patents Granted / Ph.D. Guided etc.

- 1.
- 2.
- 3.
- 4.
- 5.

Teaching / Industry Experience

<u>Sl. No.</u>	<u>Name of the Institute / Employer</u>	<u>Post Held</u>	<u>From ___ to ___ Specify period of Teaching</u>	<u>Experience in YY, MM, DD</u>	<u>Status of the Institute Whether Affiliation from University received or not</u>	<u>Last Drawn Salary</u>	<u>Nature of Work / Duties</u>	<u>Attach Document with sl. no.</u>
1.								
2.								
3.								
4.								

Signature of Candidate

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.