College of Engineering Pune
(An Autonomous Institute of Government of Maharashtra)
Wellesley Road, Shivajinagar, Pune 5

Ph.No.020-25507000/7002

Website-www.coep.org.in

No:COEP/Diroff/Recruitment/Nonteaching/2022/

Date: 7th July 2022

RECRUITMENT NOTIFICATION

Online applications are invited from the eligible candidates for the following institute-created **"Full time"** posts.

1. Research Assistant,
2. Technical Assistant

These posts are purely on contract basis for the period of 11 months for the Post Graduate Diploma courses.

Detailed Eligibility criteria mentioning number of posts, age limit, qualifications, selection procedure, prescribed online application form, terms and conditions are displayed on college website '**https://www.coep.org.in**' under '**Recruitment**' tab.

All interested candidates are requested to peruse the website for details and submit online application form **on or before 25/07/2022 up to 5.00 pm** along with application fee which is non-refundable and non-transferable.

Date: 10th July 2022

Officiating Director
College of Engineering Pune

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Desirable Experience	Emoluments
01	Research Assistant for (PG Diploma in Integrated Product Design & Development) ON CONTRACT BASIS FOR A PERIOD OF 11 months	01	**Essential** 1. First class or CGPA 6.5 or above in B.E, B. Tech in Product Design / Mechanical / Production Engineering [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates] 2. Proficiency in Computer software and oral and written communication in English Language 3. Knowledge of MS Office is a must. **Desirable :** 4. Knowledge and experience of any one of the Industrial Design software such as Adobe Suite / Key Shot / Rhino / Alias / Solid Works 5. Post Graduate Diploma / Post Graduate in Product Design 6. Candidate should have exposure of handling administrative work	For General Category candidates age not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	1 year experience of research / teaching / Industry in any of the Industrial Design software such as 1. Adobe Suite 2. Key Shot 3. Rhino 4. Alias 5. Solid Works.	Consolidated Salary of Rs.30,000/- per month

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Desirable Experience	Emoluments
02	Technical Assistant for (PG Diploma in Data Science and AI) ON CONTRACT BASIS FOR A PERIOD OF 11 MONTHS	01	**Essential** 1. First class or CGPA 6.5 or above in B.E., B. Tech in Computer Engineering /Computer Science and Engineering /Information technology [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/ EWS category candidates] 2. Proficiency in Computer software and oral and written communication in English Language 3. Knowledge of MS Office is a must. **Desirable :** 4. Knowledge and experience of any computer programming language 5. Candidate should have exposure of handling administrative work	For General Category candidates age not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	Desirable one year experience of research / teaching / Industry	Consolidated Salary of Rs.20,000/- per month

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Desirable Experience	Emoluments
03	Technical Assistant for (PG Diploma in Embedded Systems for Internet of Things) ON CONTRACT BASIS FOR A PERIOD OF 11 MONTHS	01	**Essential** 1. First class or CGPA 6.5 or above in B.E, B. Tech in Electronics Engineering/ Electronics and Telecommunication Engineering/ Computer Engineering [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/EWS category candidates] 2. Proficiency in Computer software and oral and written communication in English Language 3. Knowledge of MS Office is a must. **Desirable :** 4. Knowledge and experience of any Computer programming language 5. Candidate should have exposure of handling administrative work	For General Category candidates age not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	Desirable one year experience of research / teaching / Industry	Consolidated Salary of Rs. 20,000/- per month

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Desirable Experience	Emoluments
05	Technical Assistant for (PG Diploma In Electric Mobility) ON CONTRACT BASIS FOR A PERIOD OF 11 MONTHS	01	**Essential** 1. First class or CGPA 6.5 or above in B. Tech/ B.E in Mechanical Engineering DOMAIN [5% relaxation in marks for SC/ST/OBC/DTNT/VJ/SBC /EWS category candidates] 2. Proficiency in Computer software and oral and written communication in English Language 3. Knowledge of MS Office is a must. Desirable : 1. Knowledge of Software 2. Good Communication Skill	For General Category candidates age not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement	Fresher	Consolidated Salary of Rs. 20,000/- per month

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age limit	Desirable Experience	Emoluments
06	Technical Assistant for (PG Diploma in Rail and Metro Technology) ON CONTRACT BASIS FOR A PERIOD OF 11 MONTHS	01	Essential 1. First class or CGPA 6.5 or above in B.E, B. Tech in Civil Engineering [5% relaxation for SC/ST/OBC/DTNT/VJ/SBC /EWS category candidates] 2. Proficiency in Computer software and oral and written communication in English Language 3. Knowledge of MS Office is a must. 4. Knowledge and experience of Auto CAD will be preferable 5. Candidate should have exposure of handling administrative work	For General Category candidates age not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	Fresher	Consolidated Salary of Rs.20,000/- per month

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age Limit	Desirable Experience	Emoluments
07	Technical Assistant for **(PGDMTSM: Materials Technology for Smart Manufacturing: Industry 4.0 Perspective) ON CONTRACT BASIS FOR A PERIOD OF 11 MONTHS**	01	**Essential:** 1. First class or CGPA 6.5 or above in B.E / B.Tech in Metallurgical / Materials / Mechanical / Production/Manufacturing Engineering (5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/ EWS category Candidates) 2. Proficiency in Computer software and oral and written communication in English Language 3. Knowledge of MS Office is a must. **Desirable:** 1. Knowledge and experience of the industry and metallurgical processes	For General Category candidates age not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	One year experience of research / teaching / industry	Consolidated Salary of Rs.20,000/- per month

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age Limit	Desirable Experience	Emoluments
08	Technical Assistant for (PGDAM: Post Graduate Diploma in Additive Manufacturing) ON CONTRACT BASIS FOR A PERIOD OF 11 MONTHS	01	**Essential:** 1. First class or CGPA 6.5 or above in B.E / B.Tech in Metallurgical / Materials / Mechanical / Production/ Manufacturing Engineering (5% relaxation for SC/ST/OBC/DTNT/VJ/SBC/ EWS category Candidates) 2. Proficiency in CAD Modelling software and oral and written communication in English Language 3. Knowledge of MS Office is a must. **Desirable:** 1. Knowledge and experience of the Manufacturing industry 2. Candidate should have exposure of handling administrative work	For General Category candidates age not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement.	One year experience in CAD Modelling software	Consolidated Salary of Rs.20,000/- per month

Sr. No	Name of the Post	No. of Post	Educational Qualification	Age Limit	Desirable Experience	Emoluments
09	Technical Assistant for (PGDERP: Post Graduate Diploma in Enterprise Resource Planning) ON CONTRACT BASIS FOR A PERIOD OF 11 MONTHS	01	**Essential:** 1. First class or CGPA 6.5 or above in B.E / B.Tech (5% relaxation for SC/ST/OBC/DTNT/VJ/SBC / EWS category Candidates) 2. Proficiency in Computer software and oral and written communication in English Language 3. Knowledge of MS Office is a must. **Desirable:** 1. Knowledge and teaching experience of SAP 2. Communication Skills and command over English Language 3. Candidate should have exposure of handling administrative work	For general category candidate not more than 38 years & for Reserved Category candidates not more than 43 years as on last date of advertisement	One year experience in ERP domain	Consolidated Salary of Rs.20,000/- per month

Application Form:

Candidate must apply in the prescribed ONLINE application form displayed on the institute website "www.coep.org.in" under "Recruitment" tab.

  i. The candidate will pay online application fee using "SBI COLLECT" website. The procedure of payment in SBI COLLECT is given below. The application fee for Open Category candidates is Rs. 500/- and for Reserved Category candidates is Rs. 250/-; which is non-transferable and non-refundable.

For payment of application fees, use following link.
https://www.onlinesbi.com/sbicollect/icollecthome.htm

MARK √ in the box at the bottom of left hand side to accept the condition. Click on "Proceed"
Select state of corporate/ educational Institute : MAHARASHTRA
Select : EDUCATIONAL INSTITUTE
Select : COLLEGE OF ENGINEERING, PUNE; submit
Select payment category : "IRG income"
Fill up applicable information.
In remark - mention "application for the post of _____"
Confirm the details as mobile number, date of birth , Email id, text given.
Make the payment, "DU number" will be generated. Candidates are required to store this "DU number" for future correspondence.

The candidate will submit online form; and will upload the single PDF file including all the necessary scanned copies of documents/certificates.

The candidates are required to provide in the online form details of fee payment such as DU number or UTR number, amount paid and date of transaction. **Applications of the candidates not making the online payment of application fee and not providing its UTR/DU details will be treated as INCOMPLETE and will not be accepted for further processing.**

  ii. A single PDF file with size limit of 40 MB is to be created including the passport size digital photograph of the candidate, scanned certificates/documents related to qualifications, professional experience and achievements. This created file is required to be uploaded online. After submission of the application form, candidate will receive the acknowledgement receipt which will be saved /printed for future correspondence.

  iii. The last date for the receipt of the ONLINE application form 25th July 2022 till 5:00 p.m.

  iv. Candidates must also bring all relevant original certificates/documents along with photo ID proof for verification at the time of interview. The hard copies of duly filled in application with signature and self-attested photograph pasted on it along with all required self-attested copies of the certificates/documents will have to be submitted at the time of written test/presentation to the college authority.

Other terms and conditions

- The institute may conduct screening tests if large number of applications are received.
- Interview will be conducted for short-listed candidates only.
- Services shall stand automatically terminated at the end of the contract period and also in between if performance of the selected candidate is not satisfactory on review after every quarter of service.
- Reserved category candidate must attach caste and caste validity certificate issued by the competent authority, along with the application. Candidates belonging to V.J. (A), N.T. (B), N.T.(C), N.T.(D), O.B.C., S.B.C. category must attach valid non-creamy layer certificate issued by the competent authority.
- Candidates belonging to EWS category must attach valid income certificate issued by the competent authority.
- Specially Enabled candidate must attach handicap certificate from competent authority with not less than 40% disability.
- Character of the candidate will be exemplary outstanding or very good. There should not be any police cases registered/pending. Character certificate to that effect from a Gazetted officer/Principal/ Head of the Institute will be submitted by all the candidates along with the application.
- Mere fulfillment of minimum qualification and experience requirements do not entitle the candidate to be called for an interview. A short-listing criterion may be set higher than the minimum.
- The candidate has to attend written test / presentation / interview at his/her cost. No TA / DA is admissible and will not be paid to the candidate.
- Any misleading or wrong information provided may lead to summarily rejection of application / appointment, if found subsequently. Canvassing in any form by or on behalf of a candidate will lead to disqualification.
- The institute reserves all the rights to fill or not to fill the post(s) advertised.
- These appointments being on contractual basis by the Board of Governors of COEP, all the decisions related to the services of the selected candidates will be taken by COEP.
- Selected candidates shall have to submit affidavit and undertaking regarding no claim to regular positions in College of Engineering Pune as per the prescribed format on Rs. 100/- stamp paper at the time of joining.
- For any communication/clarification, candidates may write to nonteaching2022@coep.ac.in.

Date: 10ᵗʰ July 2022

Officiating Director
College of Engineering Pune