



# Administrative Training Institute

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No ATI/86/EST/EST1/2021-ADMN-ATI(C.N 552389)

Dated:06-09 -2021

## EXPRESSION OF INTEREST FOR FILLING UP POSTS AT THE CENTRE FOR E-GOVERNANCE AND DATA ANALYTICS

Administrative Training Institute (ATI), Mysore desires to fill up the following Posts on deputation and/or engage Consultants for carrying out various assignments in different disciplines / areas. The area / discipline, No. of Posts / Positions, duration of the assignment, educational qualifications and experience are as follows:-

Sl. No.	Name of the Post	No. of Posts	Qualification and Experience	Salary
1	Senior Faculty	01	Post Graduate Degree (M Tech/MS/MCA) in Computer Science or Information Technology or Information Science from any recognized University. Ph. D/M.Phil in Computer Science or Information Technology or Information Science from any recognized University is desirable. With minimum 08 to 10 years experience in the area in Government/ Recognized government training institution/ research organization preferably in e-Governance	Rs. 75,000/-
2	Junior Faculty	01	Post Graduate Degree (M Tech/MS/MCA) in Computer Science or Information Technology or Information Science from any recognized University. Ph.D/M.Phil in Computer Science or Information Technology or Information Science from any recognized University is desirable. With minimum 05 years experience in the area in Government/ Recognized government training institution/ research organization preferably in e-Governance/IT sector in teaching in field of e-Governance, networking and data analysis.	Rs, 40,000/-
3	Research Assistant	02	Bachelor Degree (BE/B.Tech/BCA) in Computer Science or Information Technology or Information Science from any recognized University.	Rs. 30,000/-

			With minimum 05 years experience in the area in Government/ Recognized government training institution/ research organization preferably in e-Governance/networking is desirable.	
4	Multi Tasking Assistant	01	PUC with Minimum 03 years experience in ICT. With working Computer knowledge and Kannada and English Typing skill.	RS. 20,000/-

**They will be expected to travel extensively and reside in respective headquarters.**

**Applications without experience certificates will be summarily rejected.**

**Relaxation in eligibility conditions – Government officials inclusive of retired Government Officials and employees of Public Sector Undertakings presently working in the respective departments are encouraged to apply.** Relaxation in eligibility conditions will be extended to such candidates with experience in the relevant fields.

For all posts – Candidates recruited on deputation from Government Departments/Public Sector Undertakings/Universities/Research Institutes will be eligible for protection of pay and allowances along with other service conditions.

Candidates already working should send the applications through the Head of the Institution and also submit a No Objection Certificate in the format prescribed.

All the appointments will be for a period of one year and is temporary and can be extended upto a period of five years based on the availability of funding.

The selected candidates must report within 03 days of intimation of selection otherwise the appointment stand cancelled.

Accommodation can be arranged subject to availability on payment basis.

The Candidate shall produce a certificate for having studied in Kannada Language or must have passed 10<sup>th</sup> standard with kannada as one of the subject

#### **SCOPE OF WORK :**

1. Plan and deliver training sessions, prepare training modules, training designs, reading materials, workbooks, handbooks, case studies and best practices related to relevant to different themes of e-Governance.
2. Plan and conduct training courses/training programmes, seminars and workshops
3. Travel- extensively to organize and deliver training and conduct research.
4. Assist in the training needs analysis of departments
5. Prepare course reports, consolidated reports pertaining to training programmes.
6. Conduct training impact assessment studies.
7. Any other works entrusted from time to time by the Director General, ATI.

Short listing for the Faculty positions in the ratio of 1:5 would be based on the Academic Performance to be assigned as follows:

**PROFORMA FOR ASSESSMENT BASED ON THE ACADEMIC PERFORMANCE FOR FACULTY POST  
Category I: Research Publications (Score of 5 for each publication)**

Sl. No.	Nature of Activity	Details of Activity	Self Assessment of Academic Performance
(a)	Research Publication (Journals)	International Refereed Journals which are indexed publications	
		Reputed National Refereed Journals	
		Full papers in Published conference proceedings, etc.	
		Book Reviews for International / National / Institution Journals	
(b)	Research Publications (books, chapters in books)	Books Published by International Publishers/ State and Central Govt. Publications with ISBN/ ISSN	
		Books Edited by Other Publishers having ISBN/ISSN No.	
		Publications reports, working papers, etc.	
		Drafting Central & State Government Committee Reports	

**Category II: Research Projects/ Consultancies (Score of 3 per Project)**

Sl. No.	Nature of Activity	Details of Activity	Self Assessment Score
(i)	Research Projects	Self Initiated Research Projects	

**Category III: Presentations in Seminars, Conferences, Workshops, etc. (Score of 3 per contribution)**

Sl. No.	Nature of Activity	Details of Activity	Self Assessment of Score
(i)	Seminars / Workshops with presentation		
(iv)	Invited lectures	At universities/Colleges/ Institutes, etc.	

**Category IV: Organising Seminars / Conferences / Workshops /Training Programmes (Score of 5 per Training Programme)**

Sl. No.	Nature of Activity	Details	Self Assessment of Scores
(i)	Organising / Coordination of Seminars, Conferences, Trainings, Workshops etc.		

Note: Candidates are required to provide the necessary documents for Category I to IV and compute the Self Assessment Scores.

Such of those candidates shortlisted will be called for an interview.

For all the posts the Selection committee will screen the candidates through an Interview.

Applications along with all relevant documents must be submitted through email and post.

The decision of the Selection committee will be Final

## GENERAL TERMS & CONDITIONS

- No other allowance such as DA / HRA etc. other than local conveyance as indicated above would be admissible for appointments on consultancy basis. For those appointed on deputation, Service Conditions and Pay Protection on par with their parent Department/ Organization are applicable
- **Age Limit: The maximum age limit of retired person is 65 years. In case of eligible candidates, age limit could be relaxed by 02 years subject to the discretion of the Committee.**
- **Leave:** Staff/Faculty/consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore a Consultant shall not draw any remuneration in case of his / her absence beyond 12 days in a Year Calculated on a pro-rata basis. Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- No other benefits such as CPF, LTC and Medical Benefits etc. would be admissible for Consultants.
- The appointment on consultancy basis is purely temporary and can be terminated at any time without assigning any reasons.
- Selected Candidates will have to sign a MoU with Administrative Training Institute on the terms and conditions applicable to them.
- Candidates desirous of expressing their interest for consultant positions may submit their applications in the prescribed format, which can be downloaded from the website, latest by **08/09/2021**
- Candidates who are permanent employees of Government (State/Central), Public Sector undertakings, Universities are required to apply through proper channel in the prescribed format, which can be downloaded from the website.
- **The candidates must produce all the original documents mentioned in the application at the time of the interview. Failure to do so will result in disqualification**

### Important Dates

**Issue of Notification - 08-09-2021**

**Last date for submitting applications - 17-09-2021.**

**Dates of Interview and venue will be announced in the ATI website**

## FORM A

**Application Format for Filling the Faculty Positions at ATI Mysore on Deputation Basis / Consultancy basis**

Advt. No .....Post No.....

Post applied for.....

### SECTION – A: GENERAL

1. Name in full (In Block Letters) Dr./Mr./Mrs/Ms.....

2. Date of Birth ..... (in words).....

3. Father's/Spouse Name.....

4. Mailing Address .....

.....Pin Code

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Tel. No (with STD code).....Mobile.....E-mail ID.....

5. Permanent Address.....

.....Pin Code

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6. Marital Status.....7. Nationality.....

8. State of Domicile.....

9. Category: SC/ST/OBC/PWD/General.....

10. Present Employer.....

### SECTION – B: QUALIFICATIONS & EXPERIENCE

11. EDUCATIONAL QUALIFICATIONS (Starting with highest degree obtained):

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/award

(Please attach photocopies in support)

12. Whether Ph.D. awarded : Yes No If Yes, indicate the year of award.....

13. Title of Ph.D. thesis awarded.....

14. Whether qualified UGC/CSIR NET/SLET/SET Yes No

(If yes, indicate the year, and attach a photocopy of NET/SLET/SET certificate).....

**15. Details of Employment Experience: (In chronological order starting with the most recent)**  
(Attach separate sheet if necessary)

Sl. No.	Name of Employer/Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic salary last drawn, pay scale and Grade Pay	Nature of duties
			From	To		

**16. Summary of experience/performance**

Teaching Experience	From	To	Total	
			Years	Months
i. Teaching				
ii. Research				
iii. Training				
iv. Field Work				

**17. List of Publications / Participation and Presentation in Workshops/Seminars/Conferences etc.**

**a. Books / Monographs / Working papers**

Sl. No.	Title	Publisher	Place	Year

**b. Contributions to Books**

Sl. No.	Title of the Article	Title of the Book	Editor	Publisher	Year

**c. Contributions to Journals**

Sl. No.	Title of the Article	Name of the Journal	Vol./No	Year

**d. Contributions to Name of Newspaper / News Letter / Magazine**

Sl. No.	Title of the Contribution	Name of Newspaper / News Letter / Magazine	Date

**e. Book Reviews**

Sl. No.	Title of the Book	Author / Editor	Journal / Magazine / Newsletter	Date of Review

**f. Papers Presented at Seminars / Conferences / Workshops**

Sl. No.	Title of Paper	Name of the Seminar Conference/Workshop	Sponsor	Place	Date

**g. Participation (Without presentation of paper) in Seminars / Conferences / Workshops**

Sl. No.	Nature of Participation (Discussant / Participation / Chairman etc.)	Name of Seminar / Conference / Workshop	Sponsor	Place	Date

**h. Other Academic and Public Activities (including talks and lectures)**

Sl. No.	Nature of Participation (Lectures / Committee Meetings, etc.)	Topic (if lecture)	Institution	Date

18) **Work in progress**

19 **Names of Two Referees**

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_  
**(Signature of the Applicant)**

**20 Forwarding letter from present employer of the applicant.**

Forwarded with the remarks that Shri/Ms. \_\_\_\_\_ is working in this organization in the capacity as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Head of the Institution**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
**(Rubber Stamp)**



**FORM B**

**Application format for engagement as Consultant for the post of -----**

**I. PERSONAL DETAILS**

- 1. Name: .....
  
- 2. Father's /Husband's Name: .....
  
- 3. Date of Birth/Date of Retirement / Age: .....
  
- 4. Nationality: .....
  
- 5. Mailing address (with Tel./Mob. No. and E-mail address) .....
  
- .....
- 6. Permanent address: .....
  
- .....

**II. QUALIFICATIONS / EXPERIENCE**

7. Educational Qualifications:

Sl. No.	Examination/Degree	Name of Board/ College/University	Percentage of Marks/Final Grade	Subject(s)	Year of Passing/ award

8. Work Experience:

Sl. No.	Name of Employer/Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Remuneration	Nature of duties
			From	To		

- 1. Category: SC/ST/OBC/PH:
  
- 2. Any other information.....

**DECLARATION**

I .....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

I also understand that the position is on purely temporary basis and I will not have any claim for regularization

Place:.....

Signature of the Candidate

Date: