

MAHARASHTRA REMOTE SENSING APPLICATIONS CENTRE (MRSAC)
(Autonomous Body of Planning Department, Government of Maharashtra)
VNIT Campus, South Ambazari Road, NAGPUR - 440 010 (Maharashtra State)
Website : www.mrsac.gov.in

ADVERTISEMENT NO. MRSAC/RECRT/ADMN-ACCTS-TECH/04/2024

Applications are invited from the Indian citizens for the following posts.

Administrative Officer: Pay Scale : Level S-16, Rs. 44900-142400 – One post - Open Category.

Educational qualifications: **MBA OR Postgraduate** from a recognized university with a minimum of 60% marks or CGPA of 6.32 on a 10-point scale as declared by any recognized University, with a pre-requisite condition that the graduation should have been completed within the stipulated duration of the course as prescribed by the University. MS-CIT from a government recognized institute.

Experience: MBA + 3 years experience in supervisory capacity; OR Postgraduate + 5 years' experience in supervisory capacity. The experience should be in the area of Administration in government institutes in Level S-15 (Rs. 41800-132300).

Desirable : Degree in Law

Accounts Officer: Pay Scale : Level S-15, Rs. 41800-132300 – One post - Open Category.

Educational qualifications: **ACA/ICWA/MBA (Finance) OR M.Com** from a recognized university with a minimum of 60% marks or CGPA of 6.32 on a 10-point scale as declared by any recognized University, with a pre-requisite condition that the graduation should have been completed within the stipulated duration of the course as prescribed by the University. Diploma in Tally and MS-CIT from a government recognized institute.

Experience : ACA/ICWA/MBA (Finance) + 3 years experience in supervisory capacity; OR M.Com + 5 years' experience in supervisory capacity. The experience should be in the area of Finance & Accounts in government institutes in Level S-14 (Rs. 38600-122800).

Desirable : Knowledge of PFMS, internet banking.

Executive Assistant: Pay Scale : Level S-15, Rs. 41800-132300, (One Post) Reserved for SC category.

Educational qualifications: **Graduation** from a recognized university with a minimum of 60% marks or CGPA of 6.32 on a 10-point scale as declared by any recognized University, with a pre-requisite condition that the graduation should have been completed within the stipulated duration of the course as prescribed by the University. A minimum speed of 100 w.p.m. in English and Marathi stenography and 50 w.p.m. Typing in English and Marathi @ 40 w.p.m., MS-CIT from a government recognized institute.

Experience : Graduate with 7 years' experience of Stenography of which 5 years' experience in the post Higher Grade Stenography in Govt. institute in Level S-14 (Rs. 38600-122800).

Desirable : MBA (Personnel Management)

Administrative Aide : Pay Scale : Level S-6, Rs.19900-63200 (Two Posts) One Reserved for VJ(A)/NT(A,B,C) and one reserved for SEWS.

Educational qualifications: **Graduation** from a recognized university with a minimum of 60% marks or CGPA of 6.32 on a 10-point scale as declared by any recognized University, with a pre-requisite condition that the graduation should have been completed within the stipulated duration of the course as prescribed by the University. Proficiency in the use of Computers, MS-CIT from a government recognized institute.

Desirable: One year in office procedure and administrative matters in government institute

General job description for all above posts: General Administration / Accounts / Establishment / Personnel, Secretarial practice, etc. related matters.

Documentation Officer : Pay Scale : Level S-15, Rs. 41800-132300 – One post - Open Category

Educational qualifications: **M.Lib.** in Library Science/Library & Information Science from a recognized University (with an aggregate minimum of 60% (average of all semesters) or CGPA grading of 6.5 on a 10 point scale with pre eligibility qualification of **Graduate** with an aggregate minimum of 60% or CGPA grading of 6.5 on a 10 point scale. Knowledge of computer applications viz., word processing, spread sheet and report formatting.

Experience: With 2 years' experience in digital data archival and retrieval acquired from government institute in Level S-13, (Rs. 35400-112400).

Desirable:

- MS-CIT (Maharashtra State-Certificate of Info. Technology)
- Knowledge of Database management
- Good understanding of special types of documents like maps, satellite data, etc.
- Knowledge of printing of maps in various sizes

Working in digital library and e-library environment shall be preferred.

General job description: Management of digital database and physical (paper) databases, CD/DVD writing, inventory of digital database, books and periodicals, assistance of Scientists of MRSAC. etc.

Technical Assistant : Pay Scale : Level S-10, Rs. 29200-92300 – One post Reserved for VJ(A)/NT(A.B.C).

Educational qualifications: First Class Graduate in Science with Diploma in Geoinformatics with first class from a recognized University in the required discipline.

Desirable experience: Working experience in Remote Sensing and GIS applications acquired from government institutes.

General job description: Thematic mapping, satellite data interpretation, assistance of Scientists of MRSAC, etc.

Technician : Pay Scale : Level S-10, Rs. 29200-92300 – One post - Open Category

Educational qualifications: Diploma in Electrical Engineering with first class, from a State recognized Board, in the required discipline as per the nature of the post.

Experience : Two years working experience in Maintenance of electrical installation, UPS, Generator and related components acquired from government institutes.

General job description: Maintenance and upkeep of electrical installations, UPS maintenance, indenting of store, inventory upkeep, regular electrical maintenance in office and labs, etc.

HOW TO APPLY: Eligible candidates desirous of applying for the above post may submit application in the prescribed format (Page 5 of 10 to Page 10 of 10) with (i) recent passport size photograph affixed on the application form, (ii) self-certified copies of testimonials including mark-sheets. (iii) Caste Certificate (SC/ST/OBC/NT category) along with Caste Validity Certificate wherever applicable from the competent authority of the State in the prescribed format. The Caste Certificate of OBC / NT category must be accompanied by Non-Creamy Layer Certificate from the competent authority in the prescribed format.

The application in the prescribed format should reach the **Administrative Officer, MRSAC, VNIT Campus, South Ambazari Road, NAGPUR-440 010 (M.S.)** within one month of the date of publication of the advertisement i.e. up to **6.00 p.m. of 11th September, 2024.**

GENERAL INSTRUCTIONS:

- (1) Application must be submitted in the prescribed format provided herewith (Page 5 of 10 to Page 10 of 10). Applications received late/incomplete shall not be considered.
- (2) The Educational Qualifications which are required for the above posts should be possessed/ valid/ issued as on the last date of receipt of applications i.e., 11.09.2024.
- (3) The Essential Qualifications should have been completed within the stipulated duration of the course as prescribed by the University. Where a university mentions both CGPA and percentage of marks in its Degree Certificate or Consolidated Mark sheet, then at least one criteria (either CGPA or percentage) should meet eligibility norms.
- (4) Where a university mentions only CGPA in its Degree Certificate or Consolidated Mark sheet, then the CGPA so mentioned should necessarily meet eligibility criteria. Conversion of CGPA into percentage of marks is not permitted to determine eligibility, regardless of whether any conversion formula is prescribed by the University/ Institution concerned. The same criteria apply mutatis mutandis in cases where only percentage of marks is mentioned in the Degree Certificate/ Consolidated Mark sheet.
- (5) Candidates possessing Degrees awarded by foreign universities should produce the equivalency certificate issued by the Association of Indian Universities (AIU), New Delhi, at the time of interview/while applying.

- (6) The experience certificate showing details such name of post, joining date, nature of duties, pay scale etc. should be issued from the competent authority/employer.
- (7) Candidates will have to produce proof of details regarding educational qualification prescribed for the post, caste certificate (i.e.SC/ST/OBC), Income and Asset Certificate for SEWS.
- (8) The candidate belonging to SEWS, should produce Income & Asset Certificate / relevant certificate for the year 2023-2024 and valid for the financial year 2024-2025 issued in the prescribed format by the Competent Authority.
- (9) **Age limit as on 1.9.2024 for all the above posts is 40 years and is relaxable as per rules for reserved category.**
- (10) Upper age limit is not applicable to MRSAC candidates.
- (11) Relaxation in first class (educational qualification) may be considered for internal candidates in deserving cases.
- (12) Application must be accompanied by a demand draft of Rs. 500/- (Rs. five hundred only) in favour of Director, MRSAC, payable at Nagpur (Rs. 250/- for SC/ST/SEWS/Handicapped/Orphans category).
- (13) Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
- (14) Mere satisfying eligibility norms do not entitle a candidate to be called for the written test / interview. MRSAC reserves the right to call only suitable candidates after scrutiny with reference to candidates' qualifications, experience, suitability, etc.
- (15) While applying, the candidates should ensure that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case, it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected and if appointed, such appointment shall be liable to be held as null & void ab-initio.
- (16) Candidates who are permanent employees of Central / State Government, Public Sector Undertakings, Autonomous Bodies, etc., should forward their application through proper channel or alternatively they should submit **No Objection Certificate** from the Employer at the time of Interview. **A candidate who fails to submit NOC as above, will not be permitted to attend the written test/Interview and his/her candidature will be cancelled.**
- (17) Any candidate, who fails to submit NOC in original at the time of Interview, shall not be permitted to appear in the written test/Interview.
- (18) Applications that are not in conformity with the requirements indicated in this advertisement and incomplete applications will not be entertained.
- (19) Incomplete applications like those without photograph (recent colour passport size photograph not older than 6 months), signature, payment, mark-sheets, experience Certificate, Caste/Category Certificate, AADHAR and PAN card, Proof of Date of Birth will be rejected outright.
- (20) Candidates have to produce all original documents in proof of details furnished in their applications at the time of written test / Interview.
- (21) For shortlisting the candidates to be called for written test of eligible/qualified candidates based on required qualifications may be conducted at MRSAC, Nagpur **depending upon receipt of numbers of suitable applications**. MRSAC reserves the right to call only suitable candidates after scrutiny for written test with reference to candidates' qualifications, experience, suitability, etc.
- (22) MRSAC reserves the right to devise its criteria for shortlisting the candidates for the positions advertised
- (23) Selection will be on the basis of qualifications, experience and performance in the written test/ interview.

- (24) Selected candidates may be posted at any of three offices of MRSAC at Nagpur, Mumbai and Pune. However, the selected candidates shall have all Maharashtra transfer liability based on project requirements. and they shall be liable to be transferred to anywhere in the state of Maharashtra if the need arises.
- (25) MRSAC reserves absolute rights not to fill up the post, if it so decides, and without assigning any reason. The vacancy indicated is provisional and may vary as per requirement.
- (26) MRSAC's decision in all matters relating to eligibility, acceptance or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, conduct of test/examination/interview, will be final and binding on the candidates.
- (27) As the post reserved for VJ(A)/NT(A.B.C.) category, is inter-changeable between Nomadic Tribe (B), Nomadic Tribe (C) and Nomadic Tribe (D). In case of non-availability of suitable and qualified candidates from the said category, the candidate from the available category will be considered on the basis of merit as per the current government norms.
- (28) Selected candidates may have to join the post immediately on being found medically fit by the appropriate Medical Authority i.e. Civil Surgeon.
- (29) The post is on regular basis and the period of probation is two years. Appointment shall be subject to the satisfactory completion of the probation period.
- (30) MRSAC shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview OR at the time of appointment. In case later on, if it is found at any point of time that any of the facts/ documents submitted by a candidate are falsified or tampered with, or the candidate has doubtful antecedents/ background and has suppressed the said information, then his/ her candidature shall stand cancelled, and his/ her services may be terminated.
- (31) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, MRSAC reserves right to modify/ withdraw/cancel any communication made to the candidate.
- (32) In case of any dispute/ambiguity that may occur in the process of selection, the decision of MRSAC shall be final.
- (33) Canvassing in any form will be a disqualification.
- (34) No interim correspondence will be entertained. However, in case of any clarification, the candidates may e-mail to admn-mrsac@mrsac.gov.in.
- (35) Correspondence, if any, from MRSAC including written test/interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID.
- (36) Mobile number and email ID must be provided by the candidates.
- (37) Addendum/ deletion/ corrigendum (if any) shall be posted on the MRSAC's website only and will not be published in the Newspapers.
- (38) For any updates, please visit MRSAC's website, i.e. www.mrsac.gov.in or individual emails.
- (39) The decision of MRSAC in all respects shall be final and binding.

**Director
MRSAC, Nagpur**

APPLICATION FOR THE POST OF _____
ADVERTISEMENT NO. MRSAC/RECRT/ADMN-ACCTS-TECH/04/2024

**Affix
colour recent
passport size
photograph**

1	Name in full (in capital letters)	
2	Father's full Name	
3	Mother's full Name	
4	Marital Status	
5	Gender	
6	a) Date of birth (Day/Month/Year) b) Age as on the last date for receipt of applications	____ / ____ / ____ ____ Years ____ Months ____ Days
7	State of Origin / Domicile	
8	Category	
9	Permanent address	
10	Address for correspondence	
11	Mobile No.	
12	AADHAR	
13	PAN	
14	Email ID (in CAPITAL LETTERS)	
15	Details of Demand draft	Amount Rs. 500/-/Rs.250/-, Date _____ Bank : _____ _____, Branch _____, drawn on : Director, MRSAC, Nagpur

13. Details of Educational Qualifications: Please give particulars of all examinations passed and Degrees obtained starting with the High School Leaving (10th standard/Matriculation). Examination including professional qualifications.

Sr. No.	Name of the Board/University/ Institution	Examination/ Degree/ Diploma passed with year of passing	Distinction/ Class / Division	Subjects (Please mention field of specialization, honours, etc., where applicable)	Percentage of marks / CGPA

14. Details of Employment: Please give particulars of your present and past employment in chronological order, starting with the present one.

Sl. No.	Govt. Organization/ Institution	Position held	Date of joining	Date of leaving	Scale of Pay drawn	Nature of duties in brief

A brief self-assessment regarding professional experience to the present post applied for

SELF-DECLARATION

- i. I declare that I have carefully read and fully understood the various instructions for the post and other conditions, and I hereby agree to abide by them.
- ii. I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- iii. I declare that I have not suffered any punishment so far in my career and that no disciplinary or criminal case is pending against me.
- iv. I am aware that if any of the particulars furnished or statements made by me in the application are found to be false, **my appointment (if selected) is liable to be terminated summarily by MRSAC without any notice** and I agree to the same.

Signature

(Name _____)

Date :

Place:

Endorsement from the Present Employer

The application of Mr./Mrs./Ms. _____, submitted for the post of _____ in Maharashtra Remote Sensing Application Centre (MRSAC), Nagpur.

He/She is working in this organization, viz _____ in the post of _____ in a temporary/permanent capacity with effect from _____ in the Scale of Pay Band / Grade Pay/ Level of Rs. _____

Further, it is certified that the applicant **has not suffered any punishment in his/her career** and that **no disciplinary or criminal case is pending/ contemplated** against him/her.

Place:	(Signature of the forwarding officer with Seal)
Date:	Name:
	Designation:

To
The Administrative Officer
Maharashtra Remote Sensing Application Centre (MRSAC)
VANIT Campus, South Ambazari Road
NAGPUR-440 010 (M.S.)

Endorsement from the Previous Employer

Mr./Mrs./Ms. _____, was working in this organization, viz. _____ in the post of _____, in a temporary/permanent capacity with effect from _____ till _____ in the Scale of Pay Band / Grade Pay/ Level of Rs. _____ .

Further, it is certified that the applicant had not suffered any punishment in his/her career and that no disciplinary or criminal case is pending/ contemplated against him/her.

Place: _____ (Signature of the forwarding officer with Seal)
Date: _____ Name: _____
Designation: _____

To
The Administrative Officer
Maharashtra Remote Sensing Application Centre (MRSAC)
VANIT Campus, South Ambazari Road
NAGPUR-440 010 (M.S.)