	SHRI G. S. INSTITUTE OF TECHNOLOGY & SCIENCE **(Government Aided Autonomous Institute, Established in 1952)**
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RECRUITMENT
(Network Engineer, System Analyst, Programmer, Stenographere)

Advertisement No. Estt/Advt/2025/756, dated: 12/08/2025

Contents

1   Eligibility criteria and other details for the post of Network Engineer

Number of Vacancy	01(Unreserved)
Essential Qualifications	1. B.E./B.Tech in Computer Science/ Computer Engineering/Information Technology/ Electronics and Communication/ Electronics & Telecommunication Engineering, or related disciplines of Engineering to above from a recognized University/Institute with first division. 2. Valid CCNA Certification
Experience	At least 1 year experience of configuration, management and debugging of a network containing minimum 500 nodes and comprises with manageable and Vlan aware wired & wireless Cisco & HP devices and Layer-2 and Layer-3 switches. Experience of configuration, management and debugging of a Linux and Microsoft OS network servers and services, proxy and firewall etc.
Desirable Qualification	RedHat Certified Engineer, CCNP, CCIE
Pay Scale	As per State Government of M. P. In the Pay Level-12 (Rs.56100-177500)

	of Pay Matrix (Pre-Revised PB-3: GP-5400)
Allowances	DA and other allowances as per state government, State of M. P.
Job Responsibilities	The duties and responsibilities of the Network engineer include, but are not limited to, the following:: 1. Configuration, Management and debugging of SGSITS CWN. 2. Managing the linux based proxies and firewalls 3. Any other relevant jobs in the field of network management assigned by the Competent Authority from time to time.

2 Eligibility criteria and other details for the post of Programmer/System Analyst:

Number of Vacancy	Programmer 01 (Unreserved); System Analyst 01 (Unreserved)
Essential Qualifications	B.E./BTech in Computer Science /Engineering /Technology/Information Technology or related disciplines of Engineering to above from a recognized University/Institute with first division. **OR** First Class MCA from a recognized University/Institute
Desirable Qualification	1. Proficiency in Java, PHP, Python, C++, C#, JavaScript, 2. Familiarity with databases (SQL, MySQL, MongoDB). 3. Version control using Git. 4. Basic understanding of web and mobile development HTML/CSS, React, Flutter Android/iOS, 5. Oracle certified Java Professional
Experience	1 Yr Industrial experience as full stack developer.
Pay Scale	As per State Government of M. P. In the Pay Level-10 (Rs.42700-135100) of Pay Matrix (Pre-Revised PB-2: GP-4200);
Allowances	DA and other allowances as per state government, State of M. P.
Job Responsibilities	Academic work related to Computer Center. Other Tasks as given by the Insttiute.

3 Eligibility criteria and other details for the post of Stenographer (Ashulipik):

Number of Vacancy	01 (Unreserved)
Essential Qualifications अनिवार्य शैक्षणिक योग्यता	(1) माध्यमिक शिक्षा मण्डल या सरकार द्वारा मान्यता प्राप्त किसी संस्था से हायर सेकण्डरी (10+2) पद्धति से 12वीं कक्षा उत्तीर्ण हो (2) मध्यप्रदेश शीघ्रलेखन एवं मुद्रलेखन परीक्षा परिषद /बोर्ड से हिन्दी/अंग्रेजी शीघ्रलेखन परीक्षा उत्तीर्ण हो (3) हिन्दी शीघ्रलेखन 100 शब्द प्रतिमिनट (4) अंग्रेजी/हिन्दी शीघ्रलेखन/मुद्रलेखन परीक्षा उत्तीर्ण व्यक्ति को प्राथमिकता दी जावेगी

	(5) व्यापम से 30 शब्द प्रतिमिनिट की गति से कम्प्यूटर टायपिंग दक्षता (CPCT) उत्तीर्ण । उपरोक्त के अतिरिक्त निम्नांकित मान्यता प्राप्त संस्थाओं में से किसी एक संस्था से एक वर्षीय कम्प्यूटर डिप्लोमा/सर्टिफिकेट परीक्षा उत्तीर्ण करना अनिवार्य है– 1. यू.जी.सी. द्वारा मान्यता प्राप्त किसी भी विश्वविद्यालय से डिप्लोमा। 2. यू.जी.सी. द्वारा मान्यता प्राप्त किसी भी मुक्त विश्वविद्यालय से डिप्लोमा। 3. डी.ओ.ई.ए.सी.सी. से डिप्लोमा स्तर की परीक्षा। 4. शासकीय पॉलीटेक्निक कॉलेज से मॉडर्न ऑफिस मैनेजमेंट कोर्स। 5. शासकीय आई.टी.आई. द्वारा एक वर्षीय ''कम्प्यूटर ऑपरेटर एवं प्रोग्रामिंग असिस्टेंट'' (COPA) प्रमाण पत्र।
Desirable Qualification	Sound knowledge and working experience with MS Word, MS Excel, MS Power Point, Google Work Space, Letter, Circular, Notice drafting and typing in Hindi English, Writing and Replying Email.
Experience	Minimum 3 years of experience in the post of Stenographer (कम से कम 3 वर्ष का आशुलिपिक पद पर कार्य का अनुभव।
Pay Scale	As per state government, Government of M. P. In the Pay Level 7 (**Rs** 28700-91300) of **7th** Pay Matrix (Pre-Revised PB-**2**: GP **Rs. 2800**); Stipend @70%; 80%, 90% of Salary will be paid during probation period of 03 years. On successful completion of the probation period, salary will be paid as per the regular pay scale.
Allowances	DA and other allowances as per state government, State of M. P.
Job Responsibilities	- As given by the institute.

4 Form filling for the four posts

1. Fill in the online application form (Google) as available on institute website.
2. If the application form is not filled out properly or the necessary enclosures are not attached, the candidature will be cancelled, and no further communication will be entertained.
3. To avoid any last-minute inconvenience, candidates are strongly advised not to wait until the final date for submitting their application forms for the recruitment process.
4. Candidates applying for multiple posts must submit a separate application form for each post, along with the applicable application fee for each.
5. A copy of the duly filled application form will be sent to the candidate's registered email ID as used for application form submission. Candidates are advised to save this copy for their records, as it may be required for future reference during the recruitment process."
6. Candidates are required to bring with them all the original documents, two sets of self-attested photocopies, and two passport-size photographs at the time of the interview."
7. In case of any difficulty faced in filling the online form or any queries, please send an

email at **rcrt+inquiry@sgsits.ac.in** or contact at the given Telephone Nos. Correspondence sent to any other email id won't be considered.

8. While filling the degree % and Division in the Application Form, consider the following :

   (i) Write the degree marks in % as given in your final yr. marksheet /degree <u>or</u> as obtained after converting the CGPA to % as per the conversion rule followed by your University / Institute, stated in your marksheet. However, if no conversion rules is given by your University/ Institute or you have not submitted the document giving the conversion rule then convert the CGPA into equivalent marks as given below :

Grade Point/CGPA	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

   i.e., convert the CGPA obtained according to above given conversion of CGPA to equivalent % [which has been arrived at by using the following conversion formula: % of marks = (10 x CGPA) – 7.5]

   (ii) If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to First Class/Division. Fill in the Division accordingly.

9. The self attested scanned copies of following documents must be uploaded (as PDF file):

(i) Domicile certificate
(ii) Caste Certificate, if applicable
(iii) EWS certificate
(iv) High school/Inter /UG/PG etc. Marksheets (single pdf)
(v) Degree Certificates (UG/PG etc. as single pdf)
(vii) Other documents, if any, in support of eligibility.
(viii) Experience Certificates (only the relevant experience certificates; no appointment letters) - in one single PDF file)
(ix) Other relevant certificates as have been asked in the Online application from

5 General Instructions for all the 4 posts and application fee details

Age Limit	Maximum 40 years as on last date of submission of the application for M. P. domicile and 35 years for non-M. P. domicile.
	5 years relaxation in the maximum age limit will be given as per the M.P. State Govt. Rules to Women and SC/ST/OBC candidates.
	Rules as per M. P. Government norms.

Employee Benefits and Allowances	The selected candidates will be eligible for provident Fund, Group Medical Insurance, Group Life Insurance, HRA etc. as per prevailing rules of the Institute.
NOC	Candidates serving in Government/Semi-Government/PSUs/Universities/Educational Institutions should send their applications through Proper Channel. They may send an advance copy of the application form and relevant enclosures. However, they should furnish a No Objection Certificate (NOC) from their employer/competent authority at the time of interview. The same should be mentioned in the Candidate's declaration at the appropriate place (See Annexure 1)
Probation period	3 Years; On completion of the probation period, the performance of the candidate will be reviewed and if found suitable, he/she shall be regularized as per institute rules.
Note	1. The Institute reserves the right to modify/defer or cancel full/part of the advertisement/recruitment at any stage of process without assigning any reason. 2. Candidate should not have more than 2 living children. 3. Canvassing in any form will result in the disqualification of the candidate. 4. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal. 5. Applicants awarded with degrees by Foreign Institutions/Universities are required to submit Equivalence Certificate issued by Association of Indian Universities/ Institution, New Delhi. **6.** Depending on the number of applications received, short listing may be done through screening by enhancing the published criterion. So, it is advised that all applicants must include all qualifications, achievements and skills. The said criterion will be displayed along with the screening result on the institute website. 7. If needed, another round of short listing may be done by conducting skill test and/or written test. 8. Final selection will be done through interview by calling the short listed candidates. **No separate communication will be made.** Visit the institute website regularly for updates. 9. If the selected candidate's performance is found unsuitable for the assigned field, they may be reassigned to other areas as required by the institute. 10. The application fee once submitted is not transferable and non-refundable. 11. All terms & conditions of the appointment shall be governed as per the prevailing rules of the Institute/M.P. State Government. Conduct of any person appointed under these rules shall be governed by the Madhya Pradesh Services (Conduct) rules 1965, as amended from time to time. 12. Any amendments or updates related to this advertisement will be posted on the Institute's website. Applicants are advised to regularly visit the website **(www.sgsits.ac.in)** for further updates, as no individual communication will be made. 13. All disputes, if any, shall be subject to the exclusive decision of the Governing Body of the Institute.

Application Fees	For Network Engineer, Programmer, System Analyst 1500/- for Un Reserved Category, 750/-Rs. For SC/ST/EWS, on submission of valid supporting documents. For Stenographer (Ashulipik) 1000/- for Un Reserved Category, 500/- for SC/ST/EWS, on submission of valid supporting document Payment to be submitted by UPI payment at the provided QR code for the Bank Account of The Director SGSITS, Indore. The receipt of UPI payment to be submitted along with application form. MERCHANT: DIRECTOR SGSITS INDORE
Last date	**The Online Google form will be available on the institute website (www.sgsits.ac.in) from 14th August, 2025 Onwards. Last date of form submission is <u>14th September, 2025 by 6.00 PM</u>. Refer to institute website for further details.**
Declaration by the candidate and forwarding by current employer	**The format for the candidate's declaration is given in Annexure 1. It also includes a forwarding note from the current employer. Candidates should print the format, sign it, and have it forwarded by their employer. A coloured scanned copy of the declaration should be uploaded in the online application form. Preserve the original declaration and bring it at the time of the interview along with other original documents.**

Director

6 (Annexure 1) Declaration by the Candidate

I hereby declare that all the information provided in the Google form in response to Advertisement no. .... of SGSITS, Indore for the post of .... is true to the best of my knowledge and belief. If any information is found to be false in any way, my application will be rejected and my selection (if selected for the post) will be liable to be cancelled.

Affix Passport size Photo and cross sign it

Place _____   Signature _____

Date:_____   Full Name of the Candidate :_____

Note:
1. All candidates must compulsorily upload the scanned colored copy of the original documents like mark sheets & Degree of all educational qualifications, domicile certificate, caste certificate (if applicable), EWS certificate (if applicable), experience certificate, and other certificates uploaded on the Application Form.
2. The experience certificate must contain a detailed and clear description of the responsibilities and nature of work performed by the candidate.
3. Deserving candidates, if selected, may be appointed on probation.

Forwarding Application for Employed Candidates by their Employer

Serial No.: _____   Date: _____

To,
Mr./Ms. _____ Son/Daughter of _____ who is temporarily/permanently employed in this institution/organization, on the post of _____ from dated _____, who applied for the post of _____ _____ in your institution (SGSITS, Indore) is being forwarded for consideration. To the best of my knowledge, his/her character is good. If selected for the aforementioned applied post, he/she can be relieved from this office after _____ days.

Forwarding Authority's Signature

Place: _____   Name: _____

Date: _____   Designation: _____

Office Seal