

Dr. APJ Abdul Kalam Women's Institute of Technology
A self finance unit of Lalit Narayan Mithila University, Darbhanga



EMPLOYMENT NOTICE



Advt. No. : WIT-01/2026

Dr. APJ Abdul Kalam Women's Institute of Technology, Lalit Narayan Mithila University, Darbhanga invites Applications on prescribed format for appointment to the post of Director, Placement and Training Officer, Administrative Officer, System Analyst, Assistant Professor and Lab Instructor on contractual basis. For details information please visit the website: www.witlnmu.ac.in

By the order of the Vice-Chancellor

(REGISTRAR)

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04.04.2026

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Dr. APJ Abdul Kalam Women's Institute of Technology

A self finance unit of Lalit Narayan Mithila University, Darbhanga



EMPLOYMENT NOTICE

Advt. No. : WIT-01/2026

Application are invited from the eligible candidates for the post of Director, Placement and Training Officer, Administrative Officer, System Analyst, Assistant Professor and Lab Instructor on a purely contractual basis in the given format from 06.04.2026 to 20.04.2026 at office time i.e. 10:30 AM to 4:30 PM.

1. Age, Reservation and other terms conditions are as per the AICTE and State Government/University rules.
2. The institute has right to modify/revise the vacancy/post(s)
3. The institute reserves the right not to fill any post(s) in case of non-availability of suitable candidate(s).
4. No TA/DA will be admissible for interview.
5. Duly filled in Application Form can be submitted in the office of the Director, Dr. APJ Abdul Kalam Women's Institute of Technology, Lalit Narayan Mithila University, Kameshwarnagar Darbhanga-846008.
6. Call letter shall be issued to eligible candidates by email.
7. Forms should be fill up with duly attested photocopies of mark sheet and certificates with contact no. & email.
8. Appointment Term: Positions are contractual, extendable based on his/her performance

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**DETAILS OF TERMS AND CONDITIONS, QUALIFICATIONS AND
EXPERIENCE FOR THE POST OF
DIRECTOR FOR APJAK WIT, LNMU, DARBHANGA**

(A) **Qualification:** As per A.I.C.T.E. norms:

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

In case of research experience, good academic record and books/ research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in Industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising/ designing, developing, planning, executing, analyzing, quality control, innovating, training technical books / Research paper publications /IPR / Patents, etc. as deemed fit by the expert members of the selection committee. Flair for Management and leadership is essential as deemed fit by the expert members of the selection committee.

Award of research project by AICTE/DST/UGC etc will be required for short listing of candidates.

(B) **Pay Scale:** As per VI pay commission Pay band Rs. 37400-Rs. 67000 (minimum 43000) and AGP Rs. 10,000 with Special Allowance of Rs.3000/- per month/AICTE Norms/Negotiable.

(C) **Job/Responsibility of Director:**

The position of Director in Engineering College is challenges-driven who has to not only provide academic leadership but also steer the administration under overall guidance of a highly distinguished Board of Governors that is committed to

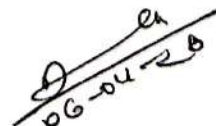
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maintain APJAK WIT, LNMU, Darbhanga as an academic centre of Excellence at International level. Hence Director will:

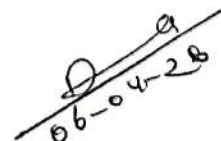
- serve as the Director academic and administrative leader of the Institute and will work to achieve its mission and strategic plan initiatives.
- have the complete end-to-end responsibility for planning, budgeting, scheduling, staffing, curriculum, instruction, and other academic and campus matters.
- establish rapport and liaison with AICTE, UGC, Deptt of Technical Education, affiliated University, MOE of GOI, RGPV etc.
- be responsible for encouraging and supporting research, knowledge exchange, and innovations. Instructions to the candidates:
 1. Age should not exceed 65 years on 01.04.2026.
 2. Appointment will be on contract basis initially for a period of 3 years with a possibility of renewal by mutual agreement.
 3. Documents enclosed with the application form may securely be tagged to avoid loss in handling and photograph must be properly affixed.
 4. Candidates in employment must send their applications completed in all respect through proper channel by Speed post/Registered post/Authorized courier. Institute will not be responsible for any postal delay/loss in transit of application. Application received after due date and not through proper channel will be rejected.
 5. Mere fulfillment of minimum qualification and experience requirement for the post does not entitle the candidate to be called for interview/selection. A short listing criterion may be set higher than the minimum.
 6. Any misleading or wrong Information supplied may lead to summarily rejection of application/appointment, if found subsequently.
 7. Canvassing in any form by or on behalf of a candidate will be a disqualification.


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8. Application on plain paper or received after the last date or with incomplete information/supporting documents will not be considered.
9. No interim quarries regarding interview/selection will be entertained.
10. Additional sheet may be attached in the same format wherever the space allocated is felt to be insufficient.
11. Interview calls to candidates will be issued through their EmailID.
12. Candidates called for Interview will have to produce all the documents in original with one set of self attested copies otherwise he/she may not be permitted to attend the interview.
13. Candidates should be prepared to come for interview at his/her own cost.
14. All certificates/degree should be AICTE approved from recognized universities/Institutions, Degree obtained in open/distance education mode should be approved by ' Joint committee of UGC-AICTE.
15. Experience of temporary/Adhoc/Contract basis services can be counted provided period of services was more than one year without any break and incumbent was appointed on the recommendation of duly constituted selection committee, Period basis teaching experience will not be counted.
16. Exceptionally qualified and experienced candidate may be granted higher scales + perks on the recommendation of selection committee.
17. Decision of the BOG/Managing Committee on the recommendation of selection committee shall be final and binding, no appeal or correspondence shall be entertained in this regard.
18. In case AICTE/UGC revises qualifications, experience, etc. in due course, same will be applicable.
19. Processing fee will not be refunded in any circumstances.
20. The selected candidate shall make his/her own arrangements for getting his/her relieve from the parent Institution/organization.
21. Selected candidate shall join duty within the time prescribed in his/her appointment letter. No extension in time of joining will be allowed under

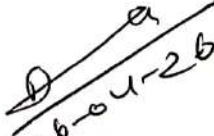

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any circumstance, Failure to join duty within stipulated date will result as cancellation of the selection automatically.

22. Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications, experience, and other requirements prescribed for the post. It is for the candidate themselves to ensure that they satisfy the prescribed requirements.
23. Candidates should continuously surf the Institute website for any update/modifications, corrigendum, etc. No communication will be entertained with any candidate.
24. The MJES authority reserves right to cancel the recruitment procedure to any or all posts without any prior and without assigning any reason thereof.
25. Candidate may be asked to make a brief power point presentation at the time of interview.
26. Application incomplete in any respect and not accompanied by relevant Certificate/document/photograph/DD will be summarily rejected.
27. All qualifications, experience will be considered as on the last date of submission of application form.
28. Deserving candidates, if selected, can be considered on deputation. Candidate may give this option in his/her application.


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PLACEMENT AND TRAINING OFFICER

Educational Qualifications

- A Master's degree in Business Administration (MBA-HR/Marketing) priority or (Maths/Physics/ Master's degree in a relevant field along with consistent, excellent academic records.
- Minimum Experience: A minimum of 2 to 5 years of experience in training, placement, corporate relations, or industry HR roles
- Industry Liaison: Demonstration ability to liaison with PSUs, MNCs, and private industries for student placements and internships.

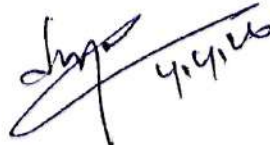
Key Skills and Proficiencies

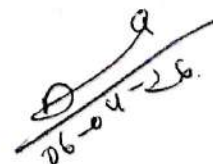
- Communication: Excellent oral and written communication skills in English.
- Networking: Strong ability to connect with HR managers and industry professionals to arrange recruitment drives.
- Personality Development: Ability to arrange and supervise skill development training, including soft skills, resume building, and mock interviews.
- Technical Familiarity: Understanding of technical skills required in manufacturing and IT industries.
- Data Management: Proficiency in maintaining databases, MIS for placements, and managing online assessment tools.
- Age Limit: Not more than 38 years
- Profile: Candidates are typically expected to be dynamic, proactive, and willing to travel for industry visits.
- Appointment Term: Positions are often contractual for one year, extendable based on his/her performance

ADMINISTRATIVE OFFICER

Key Qualifications and Requirements:

- Education: A Bachelor's degree & Master's degree
- Experience: More than 15 years of experience, candidates who have experience in administrative roles in educational institutions as Accounts, Examination and Administration. Experience in Data Base handling.
- Skills: Proficiency in computer applications, excellent communication (written/verbal), and strong interpersonal abilities are required.
- Knowledge: Familiarity with college policies, administrative procedures, and accounting principles


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Common Responsibilities:

- Overseeing daily administrative operations and office procedures.
- Managing staff scheduling, Examination and records.
- Handling budgets, vendor coordination, and procurement.
- Ensuring compliance with college regulations and policies.

SYSTEM ANALYST

Key Qualifications and Requirements:

- Education: A Bachelor's degree in Math/BCA
- Experience: More than 3 years of experience of Data Base handling,
- Skills: Proficiency in other computer applications, excellent communication (written/verbal), and strong interpersonal abilities are required.
- Knowledge: Hindi and English writing,

Common Responsibilities:

- Examination
- Admission
- Portal Update
- Ensuring compliance with college regulations and policies.

OTHER POSTS

1. Assistant Professor – CSE-1,
2. Assistant Professor – IT-1,
3. Assistant Professor – MCA-1
4. Assistant Professor – Electrical/Electronic Engineering-1,
5. Assistant Professor – Physics-1
Qualification as per the AICTE norms, Postgraduate in relevant subject in regular mode and Ph.D./NET (Priority).
6. Lab Instructor (3): Physics/Chemistry/Basic Electronics Engineering and Electrical Engineering Computer Science
Qualification as per AICTE norms, Graduate in relevant subject.

By the order of the Hon'ble Vice-chancellor

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14. Teaching Experience if any

(Attach photocopy of certificates, where applicable)

1. _____
2. _____
3. _____
4. _____
5. _____

15. Details of Publications (Research Papers)

(Attach photocopy of proof of Publication)

S. No	Title of Paper	Name of Journal	ISSN No.	Year of Publication	No. of Authors	Type of Author

16. Any other relevant information

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17. Correspondence address

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18. Permanent address

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19. Declaration:

I hereby declare that all the statement and entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the case of any information being found false or incorrect, my candidature for appointment may be cancelled without any notice.

Place:

Date:

Signature

