

SWAMI SHRADDHANAND COLLEGE
(University of Delhi)
Alipur, Delhi-110036.

Dated: 21/01/2017

Applications are invited on the prescribed application form for the following posts:-

Post	UR	SC	ST	OBC	PWD	Total
1. Administrative officer	1	-	-	-	-	1
2. Section-officer (Admn.)	-	1	-	-	-	1
3. Senior Tech. Assistant (Computer)	1	-	-	-	-	1
4. MTS Laboratory	3	1	2	2	-	8
5. MTS Computer Laboratory	1	-	-	-	-	1
6. MTS Library	-	-	-	1	-	1

1. Administrative officer

Pay Scale: Pay Band - 3 Rs. 15,600-39,100+ G.P.Rs. 5,400/-

Age Limit: 35 years

Eligibility Conditions:

Essential Qualification:

Good academic record plus Masters Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable: 1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.

2. LL.B. or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification

Note:-

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.

2. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase /Establishment /Accounts & Finance/Project management/HR/Legal.

3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview*.

4. The scheme of the examination including weightage of marks for written test and interview* etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.

5. All the direct recruits should possess working knowledge of computers.

2 Section-officer

Pay Scale: PB-2 Rs. 9,300-34,800+ G.P.Rs. 4,600/-

Age Limit: 35 years

Eligibility Conditions:

Essential Qualification :

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks and Diploma/Certificate of minimum 6 months duration in computer application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent Discipline.

OR

Graduate degree with minimum 50% marks in Computer Application/Office Management/Secretarial-Practice/Financial Management/Accounts or equivalent discipline from a recognized University.

2. Minimum 6 Years of Administrative experience.

Desirable:

Preference will be given to candidates holding professional qualification like L.L.B. or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter) / ICWA (Inter).

Note:

1. The incumbent is expected to work under the close supervision of Administrative Officer. He/She should possess an aptitude for drafting / noting in English, Office Procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational Administration / Examinations / House Keeping / Establishment / HR / Legal / Purchase / Accounts & Finance / Project Management / Public Relations.

2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview*.

3. The scheme of the examination including weightage of marks for written test and interview* etc. as prescribed by the University from time to time with the approval of the Executive Council in this regard.

4. All direct recruits should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

3. Senior Technical Assistant (Computer)

Pay Scale: (Pay Band – 2) Rs. 9,300-34,800+ G.P.Rs. 4,200/-

Age Limit: 35 years

Eligibility Conditions:

Essential Qualification:

MCA

Or

M.Sc. (Computer Science/IT) from a recognized University/Institute with one year experience

Or

B.Tech./B.E. (Computer Science/Information Technology/ECE) or equivalent degree with one year experience in relevant area.

Note: All the direct recruits will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/practical test and interview*.

4. MTS Laboratory

Pay Scale: (Pay Band – 1) Rs. 5,200-20,200+ G.P.Rs. 1,800/-

Age Limit: 27 years

Eligibility Conditions:

Essential Qualification:

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.

Note: All the direct recruits will be required to appear in a written test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test.

5. MTS – Computer Laboratory

Pay Scale: (Pay Band – 1) Rs. 5,200-20,200+ G.P.Rs. 1,800/-

Age Limit: 27 years

Eligibility Conditions:

Essential Qualification:

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.

Note: All the direct recruits will be required to appear in a written test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test. Computer Laboratory MTS shall also perform all duties of MTS.

6. MTS – Library

Pay Scale: (Pay Band – 1) Rs. 5,200-20,200+ G.P.Rs. 1,800/-

Age Limit: 27 years

Eligibility Conditions:

Essential Qualification:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

1. Computer as a subject at Secondary level or Basic course in Computers from any Institution.

General Note:

1. The upper age-limit as prescribed for direct recruits in the schedule shall not be insisted upon in case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.
2. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable upto a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/ University/ affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
3. The upper age-limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
4. Separate application has to be submitted for each post. Application forms can be had from the college office during office hours or **downloaded from our college website: www.ssncollege.com**
5. Applications on the prescribed application form must reach the Principal, Swami Shradhanand College, Alipur Delhi-110036 within 21 days from the date of this

advertisement complete in all respects with self attested copies of certificates, mark-sheets, testimonials etc., along with the Demand Draft of Rs. 250/- (General/OBC) and Rs 100/- (for SC/ST) in favour of the Principal, Swami Shraddhanand College.

6. The sealed envelope (A4 size) containing filled-in application form and attested copies of the certificates must be superscribed as the “Application for the post of _____” which shall also contain a self-addressed envelope (3”x8”) and must be sent only by speed post/courier.
7. Applicants who are already in service must apply “through proper channel”. No objection certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.
8. Incomplete applications will be rejected.
9. The college reserves its right not to fill any or all the post(s) advertised.
10. The number and nature of posts can be changed at the time of interview* as per the requirement/Roster.
11. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/interview*. Only short-listed candidates will be called for written test/skill test and interview*.
12. No TA/DA shall be paid to any candidate for appearing in written test/skill test/interview*.
13. No application shall be entertained through Email /fax.
14. No application form will be accepted after the last date under any circumstances.

**Sd/-
Acting- Principal**

NOTE :

* The scheme of interview is applicable only for the Group “A” category post i.e Administrative Officer.

No any interview shall be held for Group “C”, “D” and non gazetted Group “B” posts as per the DOPT and UGC guidelines.