

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

Dated:- 19.02.2018

CORRIGENDUM

In continuation of our earlier advertisement published in Time of India dt. 03.01.2017, 11.01.2017, 22.01.2017 and Employment News dated 22.01.2017, the applications are also invited for the following permanent posts of Non-teaching Staff. Applications on prescribed form available on college website or by sending self addressed stamped envelope. Applications must reach the Principal by 28.02.2018

| Post | UR | SC | ST | OBC | PWD | Total |
|--------------------------------|----|----|----|-----|-----|-------|
| 1. Administrative officer | 1 | - | - | - | - | 1 |
| 2. Professional Assistant | 1 | - | - | - | - | 1 |
| 3. Semi-Professional Assistant | 2 | - | - | - | - | 2 |

Note:- Those candidates have applied already no need to send application again

For detailed information regarding qualifications, eligibility conditions and prescribed application form, demand draft etc. please visit college website www.ssncollege.com.


Acting-Principal

For college web-site
SWAMI SHRADDHANAND COLLEGE
(University of Delhi)
Alipur, Delhi-110036.

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. Professional Assistant | 1 | - | - | - | - | 1 |
| 3. Semi-Professional Assistant | 2 | - | - | - | - | 2 |

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/liase 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. Professional Assistant (Library)

In the pay band of Rs 9300-34800 +GP of Rs.4200/-

Age Limit: - 35 years

Eligibility Conditions:

Essential Qualification :

1. M.Lib.Sc./M.L..Sc. or equivalent with 50% marks;

Or

Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./B.L.I.Sc. with 50% marks

2. Computer Science paper at Graduate/PG level or 6 months computer science course from a recognized institution.

3.Semi- Professional Assistant

Pay Band – 1, Rs 5200-20200 + GP of Rs 2800/-

Age Limit: 35 years

Eligibility Conditions:

Essential Qualification:

1. Graduate in Art/Science/Commerce or any other discipline or any other higher qualification with 50% marks

2. B.Lib. Sc / B.L.I.Sc. with 50% marks

3. Course in computer application at Graduate or PG or six months computer course from a recognized 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 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 Shraddhanand College, Alipur Delhi-110036 within 10 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/- 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 final selection as per the Requirement /Roster.
11. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test. Only short-listed candidates will be called for written test.
12. No TA/DA shall be paid to any candidate for appearing in written test.
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