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

Swami Shraddhanand College invites online applications on regular basis for talented and motivated candidates, for the following posts. Online application link is available on the college website www.ss.du.ac.in. The last date will be 15 days from the date of publication of this advertisement in "Employment News".

Post	UR	SC	ST	OBC	EWS	PwBD	Total
1. Administrative Officer	1	-	-	-	-	-	1
2. Sr. P.A. to Principal	1	-	-	-	-	-	1
3. Senior Assistant	-	-	-	-	-	1(VI)	1
4. Junior Assistant	2	-	-	1	-	-	3
5. Professional Assistant	1	-	-	-	-	-	1
6. Semi Professional Assistant	2	-	-	-	-	-	2
7. Sr. Tech. Assistant (Computer)	1	-	-	-	-	-	1
8. Laboratory Assistant	1	-	-	1	-	1(HI)	3
9. Laboratory Attendant	5	3	2	4	-	-	14
10. Library Attendant	-	-	1	2	-	-	3

UR **: Unreserved,** OBC **: Other Backward Classes,** SC **: Scheduled Caste**

ST **: Scheduled Tribe,** PwBD **: Person with Benchmark Disability**

VI **:Visual Impairment including Blindness & low Vision**

HI: **Hearing Impairment,** EWS **: Economic Weaker Section.**

Sd/-
(Prof. Parveen Garg)
Principal

Administrative officer
Group- A, in the pay Level 10
Age Limit: - 35 years
Eligibility Conditions:

<u>Essential Qualification:</u>
Good academic record with Masters Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

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.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.
2. 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.
3. All the direct recruits should possess working knowledge of computers.

Sr. P.A. to Principal
Group- B, in the pay Level 07
Age Limit: - 35 years
Eligibility Conditions:
1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.

3. Skill test norms
   a) Dictation: 10 minutes at an average speed of 100w.p.m
   b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
   c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Desirable:
1. Degree/Diploma in Computer Application/Science
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishment.

Note:
1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by

mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.

2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who comes in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.

3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

Sr. Assistant
Group- B, in the pay Level 06
Age Limit: - 30 years
Eligibility Conditions
Essential:
1 Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

Note:
1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examination. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examination/General Administration/Accounts/Housekeeping /Establishment/HR/Legal/Purchase/Accounts & Finance/Project Management/Public Relations.

2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.

3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

Jr. Assistant
Group- C, in the pay Level 02
Age Limit: - 27 years
Eligibility Conditions
*E*ssential:
1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution.
2. Having a typing speed of 35 w.p.m in English or 30 w.p.m in Hindi Typewriting through Computers.

Professional Assistant (Library)
Group- B, Non Ministerial in the pay Level 06
Age Limit: - 35 years
Essential Qualification :
1. M.Lib.Sc./M.L.I.Sc. or equivalent

<div align="center">Or</div>

Master's Degree in Arts/Science/Commerce or any other discipline and B.Lib. Sc./B.L.I.Sc.
2. Computer Science paper at Graduate/PG level or 6 months computer science course from a recognized / registered institution.

Semi- Professional Assistant

Pay Level= 05
Age Limit: 30 years
Eligibility Conditions:

Essential Qualification:
    1. Graduate in Art/Science/Commerce or any other discipline or any other higher qualification.
    2. B.Lib. Sc / B.L.I.Sc.
3. Course in computer application at Graduate or PG level or six months computer course from a recognized/ registered institution.

Senior Technical Assistant (Computer)

Pay Scale: (Pay level 06) Age Limit: 30 years

Essential Qualification:
B.E/B.Tech in Computer Science/ Computer Engineering/ Computer Technology/ Information Technology/Electronic/ Electrical/ Electronics & Communications.
Or
M.Sc. (Computer Science) or MCA, with 1 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/ service industry establishment of repute.

Lab. Assistant

Pay Scale: (Pay level 04) Age Limit: 30 years
Essential Qualification:
Should have passed senior secondary (10+2) or an equivalent examination with relevant science subject.
Or
Graduate with relevant subject.

Laboratory attendant (Botany, Chemistry, Physics and Zoology)

Pay Scale: (Pay Level 01) Age Limit: 30 years

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

Library Attendant

Pay Scale: (Pay Level 01) Age Limit: 30 years

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:

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

General Instructions to applicants

1. Before filling up the online application, candidates are advised to carefully go through the Advertisement available on the college website and confirm their eligibility with regard to qualification/experience/age etc., before submitting the application form.

2. A separate application form has to be submitted for each post.

3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the application entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false / incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

4. All candidates who found apparently eligible based on the details given in the application form will be called for the written test and skill test as the case may be and final checking of records of the applicant will be made only for those candidates, who will qualify the examination.

5. Online link available on the College website i.e., www.ss.du.ac.in

6. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.

7. The upper age limit prescribed for direct recruitment shall be relax-able in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) and Persons with Disabilities etc., in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

8. The upper age-limit shall also be relax-able up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government

Departments/Statutory or Autonomous bodies/Universities/Affiliated or constituent colleges under the University/Public Sector Undertakings.

9. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service.

10. The applicants should not cross the upper age-limit on the date of advertisement even after relaxation in upper age-limit as per the rules.

11. Application fee is to be deposited as per details given below:
    1. UR/OBC/EWS Rs. 500/-
    2. SC/ST Rs. 250/-
    3. PwBD and female/Women No Fee

12. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready a self-attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India.

13. Candidates are expected to possess the prescribed educational qualification and experience before filling up the online application forms or as on date.

14. Candidates serving in Government/Public Sector Undertakings (including Boards)/Autonomous bodies/Universities/Colleges are required to send their applications through proper channel.

15. Canvassing in any form will be treated as disqualification.

16. Applications which do not meet the criteria given in the advertisement &/ or incomplete application are liable to be summarily rejected.

17. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application are self-Certified copies/testimonials.

18. The numbers of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

19. Fees once paid shall not be refunded under any circumstances.

20. The College reserved the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of may also be filled up from the available candidates.

21. The College shall not be responsible for any delay/loss due to technical reasons.

22. All candidates should have fulfilled the minimum eligibility on the date of advertisement.

23. Candidates called for written test & skill test shall do so at their own expenses. No TA/DA shall be paid.

24. Certificates for candidates belonging to SC/ST/OBC/PwBD issued by the Competent Authority will be accepted.

25. There will be reservation of 4% for Persons with Disability Candidates.

26. Candidates already working are required to upload "No Objection Certificate" along with application.

27. Applications, received after the stipulated time, will not be entertained under any circumstances.

28. The college shall verify the antecedents or documents submitted by the Candidate at the time of document verification for appointment during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.

29. The last date for filling up of online application is 15 days from the date of publication of this advertisement in "Employment News", thereafter link of online application will be de-activated, ONLY those applicants, who qualify the exam, should bring their duly filled online application form along with the self-attested copies of all testimonials to "The Principal, Swami Shraddhanand College, University of Delhi, Alipur, Delhi- 110036 as per schedule.

Sd/-
(Prof. Parveen Garg)
Principal