



Satyawati College (Evening)

Ashok Vihar Phase-III, Delhi – 110052

Phone No: 011 - 27213402, Fax: 011 – 27130356

College Website: www.satyawativedu.ac.in

Online applications are invited from the eligible candidates for appointment to the following permanent posts of non-teaching staff:

Sl. No	Name of the Posts	Un-reserved	Schedule Caste	Schedule Tribe	Other Backward Classes	Age Limit	Pay Band + Grade Pay (GP) (Rs.)
1	Administrative Officer	01	--	--	--	35	15600-39100+GP 5400
2	Section Officer (Accounts)	01	--	--	--	35	9300-34800+GP 4600
3	Senior Personal Assistant	01	--	--	--	35	9300-34800+GP 4600
4	Senior Assistant	01	--	--	--	30	9300-34800+GP 4200
5	Assistant (UDC)	02	01	--	--	30	5200-20200+GP 2400
6	Junior Assistant (LDC)	02	--	--	01	27	5200-20200+GP 1900
7	Professional Assistant (Library)	01	--	--	--	35	9300-34800+GP 4200
8	Semi Professional Assistant (Library)	02	--	--	--	35	5200-20200+GP 2800
9	Senior Technical Assistant (Computer)	01	--	--	--	35	9300-34800+GP 4200
10	Computer Laboratory Attendant MTS (Computer)	01	--	--	--	27	5200-20200+GP 1800
11	Library Attendant MTS (Library)	01	--	01	--	27	5200-20200+GP 1800

Note: Those candidates who had applied earlier for the said posts are also required to apply afresh.

1. Administrative Officer

Essential Qualification:

- (a) Good academic record plus Master's degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable:

- (a) At least three year 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.
- (b) L.L.B. or MBA or CA/ ICWA or MCA or M.Phil./ Ph.D qualification.

Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

2. Section Officer (Accounts)

Essential Qualification:

- (a) 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 with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognised University.

- (b) Minimum 6 years of Administrative experience.

Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

Desirable Qualification:

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).

3. Senior Personal Assistant

Essential Qualification:

- (a) A Bachelor degree from a recognised University.
- (b) At least three years post qualification experience working as Private Secretary / Personal Assistant / Stenographer / Executive Assistant / Executive Secretary in a Government Department / Universities / Autonomous Bodies / PSUs / Educational Institute recognised by the Government.
- (c) Skill Test Norms:
- (i) Dictation: 10 mts @ 100 w.p.m.
 - (ii) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer
 - (iii) Computer Proficiency viz Typing Skill, Word Processing, Spread Sheet, Internet, E-mail communication etc.

Desirable:

- (a) Degree/Diploma in Computer Application / Science.
- (b) Diploma in Office Management and Secretarial Practice.
- (c) Knowledge of service rules applicable for Central Government establishments.

Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

4. Senior Assistant

Essential Qualification:

1. Graduate with minimum of 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, 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 4 years of Administrative Experience.

Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

5. Assistant (UDC)

Essential:

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline from a recognized University.

2. Minimum 2 Years of Administrative Experience

Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

6. Junior Assistant (LDC)

Essential:

1. A Senior Secondary School certificate (+2) or its equivalent qualification from a recognized Board/University /Institution with at least 50% marks or a Graduate from a recognised University, and Diploma / Certificate of minimum 6 months duration in Computer Application/Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline from a recognized University.

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi typewriting through computers.

Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

7. Professional Assistant (Library)

Essential:

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

OR

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

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

Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

8. Semi Professional Assistant (Library)

Essential:

1. Graduate in Arts / 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 / PG level or Six months Computer Science course from a recognized institution.

Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

9. Senior Technical Assistant (Computer)

Essential:

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.

Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

10. Computer Laboratory Attendant [MTS (Computer)]

Essential:

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

Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

11. Library Attendant [MTS (Library)]

Essential:

1. Should have passed Matriculation (10th) or equivalent examination from any state Education Board or Govt. recognised Institution.
2. Certificate in Library Science/Library & Information Science from a recognised Institution.

Desirable:

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

Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

Instructions for filing online application form

1. Log on to www.satyawatievedu.ac.in
2. The candidates are instructed to read carefully the detailed instructions before filling the online form.
3. College will accept the application form through online mode only. Applications other than online mode will not be accepted.
4. Before filling up the form, 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 online application form.
5. Before filling the online application form, the following should be kept ready:
 - Scanned photograph (three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification).
 - Demand draft (as applicable).
 - Valid e-mail ID.
 - Valid Mobile No.
6. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered.
7. Field with (*) marks are mandatory and essential to be filled in by the candidate.
8. A separate online form has to be submitted for each post.
9. After submission of online form, a confirmation page (Application Form) will open which will have all the information entered by the candidate with his/her registration number. Candidate need to print this confirmation page

and send it along with the following documents in a cover superscribing "Application for the Post of _____" to **The Principal, Satyawati College (Evening), Ashok Vihar Phase-III, Delhi - 110052** latest by **22.03.2014** through Regd. A.D. post.

- Self attested copies of all certificates / testimonials /age/ caste.
 - Demand Draft of requisite fees (**Rs. 250/- for UR and OBC & Rs. 100/- for SC and ST**). The Candidate should write his/her Name, Application No., Post applied and Mobile No. back side on the Demand Draft.
10. Application received without requisite fees/documents shall be rejected summarily.
 11. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications 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.
 12. In order to avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any network problem or any other such type of problem.
 13. Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test and / or interview as the case may be.
 14. The date of written examination for each post will be notified on the college website. Candidates are required to check the college website on regular basis.
 15. Admit Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website.

General Instructions

1. 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.
2. 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), Persons with Disabilities, 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.
3. The upper age-limit shall also be relaxable 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.

4. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges to the extent of service rendered by them one time exemption provided they have put at least one year of service.
5. 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 in the University.
6. The upper age limit for the post advertised shall be determined as on last date of submission of applications.
7. Application fee is to be deposited as per details given below:

S.No.	Category	Amount
1.	UR/OBC	Rs. 250/-
2.	SC/ST	Rs. 100/-
3.	PwD	NIL

The payment can be made through demand draft drawn in favour of the **Principal, Satyawati College (Eve.), payable at Delhi**. Candidate should write his/her Name, Application No., Post applied and Mobile No. back side on the Demand Draft.

8. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready an 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 the 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. An Ex-serviceman candidate has to produce a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
9. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
10. Candidates serving in Government/Public Sector Undertakings (including Boards) are required to send their applications through proper channel.
11. Canvassing in any form will be treated as disqualification.
12. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected
13. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
14. The number 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.

15. Fees once paid shall not be refunded under any circumstances.
16. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
17. The College shall not be responsible for any delay/loss due to postal or technical reasons.
18. All candidates should have fulfilled the minimum eligibility on the date of application.
19. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
20. The candidates are instructed to carefully read the eligibility criteria. The applications received without complete information or without requisite fees shall be rejected.
21. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or 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.
22. Hard copy of the online application form along with self attested copies of all certificates and Bank Draft should reach the **Principal, Satyawati College (Evening), Ashok Vihar Phase-III, Delhi - 110052** by Regd. A.D. post on or before **22.03.2014**.
23. In case of any problem kindly contact Section Officer (Admn.) on the telephone no. 011-27416372 between 1600 - 1800 hrs.

PRINCIPAL