



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DEIHI-110096

March 5, 2014

Maharaja Agrasen College, a constituent college of University of Delhi fully funded by Govt. of NCT of Delhi invites application from exceptionally talented and motivated candidates for the following posts in the prescribed format on Direct Recruitment basis.

Section Officer: 01 UR in pay scale of Rs.9300-34800 + 4600.

Essential Qualification for Section Officer

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 qualifications like MBA(Finance)/ CA(Inter)/ICWA(Inter) and having experience in handling accounts including preparation and finalization of books of accounts.

Note:

1. The incumbent should possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration/House keeping/ Purchase/ Service matters/Office management/ Establishment/ Accounts & Finance/ /HR/Legal in a computerized environment.
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 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.

Age Limit: 35 years.

Last date to Apply: Within 14 days of publication of this notice in Employment News.

List of applicants meeting the eligibility criteria will be uploaded on college website. Candidates may check the college website regularly for updates in the matter

**Application Fee (Non-Refundable) : GEN/OBC : Rs.250/-
SC/ST: Rs.100/- (no fee for PWD applicants)**

The application fee can be paid through DD or IPO in favour of 'Principal, Maharaja Agrasen College'.

Important Points

1. Canvassing in any form would lead to disqualification of the candidature for the post applied.
2. The **upper age-limit** as prescribed for direct recruits in the Schedule shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.
3. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable up to 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/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
4. 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.

Interested candidates shall apply for the post on prescribed format and must attach duly attested relevant documents, testimonials, certificates etc.. and send the same along with the application fee to 'THE PRINCIPAL, MAHARAJA AGRASEN COLLEGE, Vasundhara Enclave, Delhi-96'. The envelope must be super scribed as "Application for the post of Section Officer' and must contain a self-addressed envelope.

Principal



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DEIHI-110096

Application No.....
(to be filled by the office)

Please paste
passport size
photograph

Application Form for Non-Teaching Post & Technical Post

(Please read the notes given at the end before filling the form)

Post applied for

In the Department of

Advt. No.Dated.....

1. Name (in block letters):-

2. Father's/Husband's Name: -

3. (i)Date of Birth (in figures).....(in words):

(ii) Age :..... Years :Months (as on date:

Tel. No.....Mob. No:-

Email ID.....

4. Nationality : Male/Female:..... Married/Unmarried:-.....

5. Postal Address:

.....

..... Pin Code:-

Permanent Address:.....

.....

..... Pin Code:-

5. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate & attach a photocopy issued by competent authority as prescribed by Govt. of India:-

6. Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action? If so, attach certificates

7. Educational Qualifications starting from 10th standard: Please attach relevant certificates & use separate sheet if required.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects offered

8. Technical Qualifications: Please attach relevant certificates & use separate sheet if required.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects offered

9. Experience, if any (Administrative/Technical/Any other): Please attach relevant certificates & use separate sheet if required

Name of the organization	Post held/Designation	Salary and other emoluments drawn	Nature of Duties	Period		Length of Experience	
				From	To	Year	Mths

10. Special interest if any:

.....

11. Do you know typewriting/shorthand? If so, state speed:

English

Hindi

Shorthand:w.p.m.w.p.m.

Typewriting:w.p.m.w.p.m.

13. Any other information:

.....

.....

14. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

.....

15. Give name and details of 2 references:-

Name: Name :

Address: Address:

.....

.....

Mobile : Mobile:

Email: Email:

Dated:.....:

.....
Signature of the Applicant

For applicants in Employment (Government Service)

The facts stated in the above application have been verified and found correct and no vigilance or disciplinary enquiry is pending.

Dated:

.....
Head of the Department/Institution
(With Seal)

Declaration.:

I have understood the important points placed below and declare that the statements made in the Application Form are true to the best of my knowledge and belief. Incase of any wrong information or suppression of facts, the college shall be responsible to take any action as deemed fit as per the applicable rules.

Dated:

.....
Signature of the Applicant

Notes :

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. Incase a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
- 7. Applicants who are in Government Service must send their applications through proper channel.**
8. No. T.A/D.A will be paid for attending the prescribed tests and interview.
- 9.** Attach additional sheets, if necessary.