

**Atma Ram Sanatan Dharma College**  
**(University of Delhi)**  
**Dhaura Kuan, New Delhi - 110021**

Applications are invited on the prescribed forms for the following Non-Teaching posts. Application form and details about the qualification, fee and test etc. can be downloaded from the college website [www.arsdcollege.net](http://www.arsdcollege.net). The forms duly completed in all respects, with self attested copies of certificates of educational qualification etc., and other details should reach the College latest by 31.03.2014.

Sr. No.	Name of post	Pay Band	Grade Pay	Age limit	No. of posts	UR	SC	ST	OBC
1	MTS- Library (Library Attendant)	5200-20200	1800	27 yr	4	3	-	-	1
2	MTS - Laboratory (Laboratory Attendant)	5200-20200	1800	27 yr	14*	10	2	1	1
3	MTS - Office (Office Attendant)	5200-20200	1800	27 yr	3	3	-	-	-
4	MTS (Mali)	5200-20200	1800	27 yr	1	-	-	1	-

UR - Unreserved SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class

**Sr. No. 1 to 4 - Multi Task Staff**

**Note :** The College reserves the right to change the number of vacancy(s) of any category and also to modify or withdraw partial or full advertisement without assigning any reason.

\* One post of Laboratory Attendant is reserved for HH (Hearing handicapped)

Age relaxation as per Govt./University rules.

All the incumbents have to undergo a written test and interview details of which are available on **College website [www.arsdcollege.net](http://www.arsdcollege.net)**

**ESSENTIAL QUALIFICATIONS PAY BAND AGE LIMIT ETC.**

**MTS- Library (Library Attendant)**

Pay Band-1 Rs. 5200-20200 + G.P Rs.1800

Age limit - 27 years

**Essential Qualification:** Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Govt. recognized Institution.

**Desirable:**

1. Certificate in Library Science/Library & Information Science.
2. Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

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### **MTS - Laboratory (Laboratory Attendant)**

Pay Band-1 Rs. 5200-20200 + G.P Rs.1800

Age limit 27 years

#### **Essential Qualification:**

Should have passed **Matriculation (10<sup>th</sup>) or an equivalent** examination with science subjects from recognised Board .

**Desirable:** Experience of working in Laboratory.

### **MTS - Office (Office Attendant)**

Pay Band-1 Rs. 5200-20200 + G.P Rs.1800

**Age limit 27 years**

#### **Essential Qualification:**

1. 10th class passed or its equivalent examination from a recognized school or institution.

#### **Desirable:**

1. Experience in Armed Forces (Army/Navy/Air Force).
2. Training in Basic & Refresher Course in Home Guards and Civil Defence.
3. ITI or Trade Certificate from recognized institute which can be useful for working in University.

### **MTS (Mali)**

Pay Band-1 Rs. 5200-20200 + G.P Rs.1800

Age limit 27 years

#### **Essential Qualification:**

1. 10th class passed or its equivalent examination from a recognized school or institution.
2. Elementary knowledge in gardening/ landscaping with agricultural background.
3. Must be conversant with gardening operations including operation of tools.

#### **Note:**

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

**GENERAL INSTRUCTIONS FOR CANDIDATES FILLING APPLICATION FORM FOR NON-TEACHING POSTS.**

1 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 application form.

2 All applications should be accompanied by a requisite fee, details of which is given below:

<b>S. No.</b>	<b>Category</b>	<b>Amount</b>
(a)	UR/OBC	Rs. 200/-
(b)	SC/ST	Rs. 100/-
(c)	PwD	Nil

The payment of fee can be made through demand draft in favour of **Principal, ARSD College**, payable at Delhi. Candidate should write his/her name, post applied for, category and mobile no. on the back side of demand draft.

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

4 The candidate has to send the following papers:-

- Demand Draft of requisite fee (please mention candidate's name and post applied for, on the back side of Demand draft).
- Self-attested copies of all certificates/testimonials/age/caste.

5 The eligible and interested persons are required to apply on the application form available on the college website. Application form may be downloaded from college website **www.arsdcollege.net**.

6 In case any candidate is found to have furnished any false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.

7 The date of written examination for each post will be communicated to eligible candidates individually by post similarly date of interview to successful candidates will also be informed individually by post.

## **Atma Ram Sanatan Dharma College**

- 8 Candidates are required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. Those candidates who will qualify the written examination will be called for interview. The selection shall be based on the performance of the candidate in the written test and interview.
- 9 The upper age-limit as 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 person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- 10 The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the College to the extent of services rendered by them as one time exemption provided they have put at least one year of service.
- 11 **The upper age limit for the posts advertised shall be determined as on last date of submission of applications i.e. 31.03.2014.**
- 12 Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
- 13 The College reserves the right to change the number of vacancy(s) of any category and also to modify or withdraw partial or full advertisement without assigning any reason.
- 14 Fees once paid shall not be refunded under any circumstances.
- 15 Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.
- 16 The College shall not be responsible for any delay/loss due to postal or technical reasons.
- 17 Applications received without complete information or without requisite fees shall be rejected.
- 18 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 candidates 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.
- 19 Candidates already in service should apply through proper channel.
- 20 Completed applications in all respects to be submitted by hand/by registered post/speed post to Principal, Atma Ram Sanatan Dharma College, Dhaula Kuan, New Delhi - 110021 latest by **31.03.2014. Application received after last date will be rejected.**

**Sd/-  
Principal**

**Atma Ram Sanatan Dharma College (University of Delhi)  
Dhaura Kuan, New Delhi - 110021**

1. Post applied for : \_\_\_\_\_

2. Name (**in Block Letters**) : \_\_\_\_\_

3. Category : UR/SC/ST/OBC/PWD \_\_\_\_\_

4. Father's/Husband's Name : \_\_\_\_\_

5. Date of Birth : \_\_\_\_\_

6. Age (as on 31.03.2014) : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

7. Sex (Male/Female) : \_\_\_\_\_ Nationality \_\_\_\_\_

8. Postal Address : \_\_\_\_\_

**( in Block Letters)** \_\_\_\_\_

9. Permanent Address : \_\_\_\_\_

10. Phone/Mobile Nos. : \_\_\_\_\_

11. Educational Qualifications :

Examination Passed	University/Board	Year of Passing	Marks (%)	Division	Subjects

12. Experience (if any, in brief)

Name of the Employer	Designation	Period of Service	
		From	To

13. Technical Qualifications (If any) \_\_\_\_\_

14. Demand Draft details:-

Demand Draft No.	Drawee Bank & address	Amount & Dated

**DECLARATION:**

I declare that all statements made in the Application form are true to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)

Paste your recent  
passport size  
photograph