



# SHIVAJI COLLEGE

(UNIVERSITY OF DELHI)

RAJA GARDEN, RING ROAD, NEW DELHI – 110027

Website: - [www.shivajicollege.ac.in](http://www.shivajicollege.ac.in)

Advertisement/Reference No.: Recruit./NTS/2014

Dated: 30<sup>th</sup> March, 2014

Online Applications are invited for the following permanent Non-Teaching post(s). The details of the posts, number of vacancies, qualification(s), pay band, procedure for filling vacancies etc. are given as under: -

S.No.	Name of the Post	Scale of Pay (Pay-Band)	Grade Pay	No. of Vacant Post(s)	Nature of Post: Permanent			
					SC	ST	OBC	UR
1.	Administrative Officer	15600-39100	5400.00	02	-	-	-	02
2.	Sr. Technical Assistant (Computer)	9300-34800	4200.00	01	-	-	-	01
3.	Sr. Assistant	9300-34800	4200.00	01	-	-	-	01
4.	Assistant	5200-20200	2400.00	01	-	-	-	01
5.	Junior Assistant	5200-20200	1900.00	03	-	-	-	03
6.	Professional Assistant	9300-34800	4200.00	01	-	-	-	01
7.	Semi-Professional Assistant	5200-20200	2800.00	03	-	-	-	03
8.	Library Assistant	5200-20200	1900.00	01	-	-	-	01
9.	MTS - Library Attendant	5200-20200	1800.00	02	-	-	-	02
10.	Laboratory Assistant	5200-20200	2000.00	08	01	-	02	05
11.	MTS - Laboratory Attendant	5200-20200	1800.00	05	-	-	02	03
12.	MTS - Office Attendant	5200-20200	1800.00	01	-	-	-	01

\*UR- Unreserved, OBC- Other Backward Classes , SC- Schedule Caste, ST- Schedule Tribe

**Opening Date of Application:** 31.03.2014 (Monday)

**Closing Date of Application:** 03.05.2014 (Saturday)

**Last Date for submission of Printed Application Form along with Self-Attested Documents, Challan etc.:** 05.05.2014 (Monday)

Candidates must apply online through the website [www.shivajicollege.ac.in](http://www.shivajicollege.ac.in). The closing date for submission of online application is upto 23.59 Hrs dated 03.05.2014 (Saturday) after which the link will be disabled. The fee for above post i.e. Rs. 250/- for General/OBC Category and Rs. 100/- for SC/ST Category, will be deposited through Central Bank of India in prescribed Fee Payment Receipt (Challan form) which can be downloaded from College Website. **Each candidate will get Journal No. from Central Bank of India Branch, which is required at the time of filling Online Application Form.**

Applications received through any other mode would not be accepted and summarily rejected.

After the successful submission of the application form, its hard copy must reach the Principal, Shivaji College, Raja Garden, Ring Road, New Delhi – 110027 on or before 05.05.2014 (Monday) upto 04:00 P.M., complete in all respect with self-attested copies of certificates, mark sheets, testimonials etc.

The College copy of Fee Payment Receipt (Challan) must be attached with application form.

Application form and documents must be arranged in following order:-

1. Fee Payment Receipt (College Copy), 2. Application form, 3. Certificates & Mark-sheets, 4. Experience Certificate.

Note: The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are required to refer the College Website time to time for updation/modification, if any.

**PRINCIPAL**

## **EDUCATIONAL QUALIFICATION, PAY BAND & AGE LIMIT**

### **1. ADMINISTRATIVE OFFICER (VACANT POST(S): 2-UR)**

**Essential:**

Good academic record plus Master's degree with at least 55% of marks or its equivalent grade of B in 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 and 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 education 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.

**Scale of Pay: 15600-39100 + 5400 (GP)**

**Age Limit: 35 Years**

## **2. SENIOR TECHNICAL ASSISTANT (COMPUTER) (VACANT POST(S): 1-UR)**

### **Essential:**

M.C.A or M.Sc.

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.

### **Note:**

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

**Scale of Pay: 9300-34800 + 4200 (GP)**

**Age Limit:** 35 Years.

## **3. SENIOR ASSISTANT (VACANT POST(S): 1-UR)**

### **Essential:**

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

Diploma / Certificates 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.

### **Note:**

1. The incumbent is expected to work under the Supervision of Section Officer or Administrative Officer. He/She should possess an aptitude for drafting /Noting in English, Office procedure, Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ House keeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.

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 and before completion of probation period.

**Scale of Pay: 9300-34800 + 4200 (GP)**

**Age Limit: 30 Years**

#### **4. ASSISTANT (VACANT POST(S): 1-UR)**

**Essential:**

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma/ Certificates 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

**Note:**

1. The incumbent is expected to work under the close supervision of Admn. Officer/ Section Officer. He/ She should possess an aptitude for drafting/ noting in English, Office procedure, Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ House keeping/ Establishment/ HR /Legal/ Purchase/ Accounts & Finance /Project Management/ Public Relations.

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 should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

**Scale of Pay: 5200-20200 + 2400 (GP)**

**Age Limit: 30 Years**

## **5. JUNIOR ASSISTANT (VACANT POST(S): 3-UR)**

### **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 recognized 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.

### **Note:**

1. The incumbent is expected to work under the close supervision of Section Officer or Administrative Officer. He should possess an aptitude for drafting/noting in English, office procedure, Date processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/Examinations/General Administration/House Keeping/Establishment/HR/Legal/Purchase/Accounts & Finance/Project management/Public Relations.

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.

**Scale of Pay: 5200-20200 + 1900 (GP)**

**Age Limit: 27 Years**

## 6. PROFESSIONAL ASSISTANT (VACANT POST(S): 1-UR)

### 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 % and B.Lib.Sc./B.L.I.Sc. with 50% marks.

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

### Note:

The incumbent is generally expected to undertake the following duties:-

1. To perform under the overall supervision of the Librarian and assisting them in routine work;
2. Membership and Circulation work: Performing, supervising and of staff; Issuing the No Dues/ Clearance Certificates;
3. Acquisition Work: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L/D.L/Librarian maintenance of records and correspondence;  
Receiving books on approval and on confirmed order and bills and checking with Purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc.
4. Periodicals work: Soliciting suggestions for renewal and inviting/ receiving for subscription of periodicals and their processing; Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic database; Placing orders for subscription of periodicals, electronic database; maintaining and controlling the budgetary allocations; issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals.
5. Technical Processing Work: Classification, cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification;
6. Maintenance of Statistics of various nature; report generation both manual as well computerized;

7. Reference and Referral Work: Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/ information literacy and competency programmes; Inter-library loan services and maintenance of records; upkeep and development of reference collection;
8. Providing the Internet Access services, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals;
9. Performing Opening and Closing work;
10. Secretarial Work: Maintenance of files, records, registers, stationary items, consumables required in the Library.
11. Stock verification of books, periodicals and other document and permanent store items.
12. Maintenance of legal documents.
13. Maintenance of the Library Buildings
14. Attending morning, evening and holiday duties as supervisors of shift.
15. Any other jobs assigned from time to time.

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

**Scale of Pay: 9300-34800 + 4200 (GP)**

**Age Limit: 35 Years**



## 7. SEMI PROFESSIONAL ASSISTANT (VACANT POST(S): 3-UR)

### **Essential:**

1. Graduate in Arts/Science/Commerce or any other discipline or any 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 level or 6 months Computer course from a recognized institution.

**Note:** The incumbent is generally expected to undertake the following duties:-

1. Membership and Circulation Work: Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/ Recalling/ Issuing of reminder of books, text books and other documents; Collection of overdue charges; preparation of no dues/ clearance certificates; Maintenance of Inter library loans transaction records.
2. Acquisition Work: Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books confirmed order; filing of purchase orders; Bill preparation for payment; Certifying the Bills; Maintenance of Bill registers and expenditure register, Accessioning of Books; Transfer of books and other documents for technical processing.
3. Performing Data Entry operations;
4. Periodicals Work: Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations Registering the current issues of periodicals (manual and computerized); downloading and uploading periodicals data. Reminders for non-receipt of periodicals; Preparing bills for payment of subscription/ adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding;
5. Performing the Scanning jobs and attending to e-mails;
6. Technical Processing Work: Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides ; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required.
7. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders.
8. Preparing the list of document for weeding out;

9. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection.

10. Assist in Reference / Referral services;

11. Library Services to users with special needs;

12. Performing the stock verification.

13. Secretarial Work : Data entry, operations; noting drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; staff salaries; other miscellaneous payments, stores, personal records, leave records etc.

14. Performing Morning, evening and holiday duties;

15. All other such jobs as may be assigned from time to time.

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

**Scale of Pay: 5200-20200 + 2800 (GP)**

**Age Limit:** 35 years

## **8. LIBRARY ASSISTANT (VACANT POST(S): 1-UR)**

### **Essential:**

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/ university/ Govt. recognized institutions.

2. Certificate in Library Science / Library and Information Science from a recognized institution.

3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized institution.

**Scale of Pay: 5200-20200 + 1900 (GP)**

**Age Limit:** 30 years

**9. M.T.S. - LIBRARY ATTENDENT (VACANT POST(S): 2-UR)**

**Essential:**

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized Institutions.
2. Certificate in Library Science/ Library and Information Science from a recognized institution.

**Desirable:**

Computer Course as a subject at Secondary level or Basic course in Computers from any institution.

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

**Scale of Pay: 5200-20200 + 1800 (GP)**

**Age Limit:** 27 Years.

**10. LABORATORY ASSISTANT (VACANT POST(S): 1-SC, 2-OBC, 5-UR)**

Should have passed Senior Secondary (10+2) or an equivalent examination with Science subjects with 50% marks.

Or

B.Sc. Graduate.

**Note:**

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

**Scale of Pay: 5200-20200 + 2000 (GP)**

**Age Limit:** 30 Years

**11. M.T.S. – LABORATORY ATTENDANT (VACANT POST(S): 2-OBC, 3-UR)**

**Essential:**

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

**Note:** All the direct recruits will be required to appear in 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.

**Scale of Pay: 5200-20200 + 1800 (GP)**

**Age Limit: 27 years**

**12. M.T.S. - OFFICE ATTENDANT (VACANT POST(S): 1-UR)**

**Essential:**

A Secondary School Certificate (10<sup>th</sup>) or its equivalent qualification from a recognized Board/University/Institution

**Note:** All the direct recruits will be required to appear in 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.

**Scale of Pay: 5200-20200 + 1800 (GP)**

**Age Limit: 27 years**

## **GENERAL CONDITIONS**

1. All the above posts will be filled as per the Recruitment Rules of University of Delhi.
2. Relaxation in upper age limit will be considered as per the rules of University of Delhi.
3. Candidates belonging to SC/ST/OBC/OH/HH should mention their category specifically in their applications form and attach certificate(s) of the proof issued by the Competent Authority.
4. The application must be accompanied by attested copies of the degree, mark sheets, caste and other certificate.
5. Application other than in the prescribed form, incomplete application, unsigned application, without required documents/ testimonials or application reaching after the closing date by post/courier will be rejected without further reference.
6. 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.
7. The Central list of OBC will be considered for the recruitment of OBC (Non creamy layer) candidates.
8. A separate application is to be submitted for each post.
9. The College reserves the right to change the nature and/ or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof
10. The candidates already in service must apply through proper channel.
11. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.
12. The College shall not be responsible for any delay/loss due to postal or technical reasons.

## IMPORTANT INSTRUCTIONS FOR FILING ONLINE APPLICATION FORM

- Before filling up the Online Application Form, candidates are advised to carefully read the instructions.
- Fields with STAR (\*) marks are mandatory and it is essential that they be filled in by the candidate. The Program automatically checks to make sure all the required information is provided. It will alert you if any required information is missing on the top of the webpage. You will not be able to submit your application until all the required information has been provided.
- Keep a scanned copy of your photograph ready for uploading at the time of filling up the form. File should be in JPG format with a size limit of maximum of 2MB for photograph.
- In case, a person is applying for more than one post, he/she needs separate e-mail account for each application.
- Before click on submit button, please check preview of your photograph shown properly on the web page, otherwise select photograph again.
- Please wait for a while after click on submit button. Do not refresh page or use of F5 while submitting online application.
- A unique reference number will be generated for each application. Candidate should use this unique number for all future communications.
- After submission of online form, each candidate needs to print his/her application form and paste the recent passport size photograph on the first page of application form, sign it and send it along with Self attested copies of all certificates/ testimonials/ age/ caste & Fee Payment Receipt (Challan) etc. in a cover super scribing "Application for the Post of ..... (Designation)" to "The Principal, Shivaji College, Raja Garden, Ring Road, New Delhi - 110027 latest by 05.05.2014 through post or courier.
- In case of any technical problem, please send us an email: - [ntsrecruitment.shivaji@gmail.com](mailto:ntsrecruitment.shivaji@gmail.com), discrepancy received on above mentioned email id only will be entertained.