

**SHIVAJI COLLEGE**  
RING ROAD, RAJA GARDEN  
New Delhi-110 027

**NOTICE**

**Qualifications for the post of Administrative Officer, Section Officer (Admin.), Section Officer (Accounts), Library Attendant and Laboratory Attendant.**

**Administrative Officer**

**Age:** 35 years

**Essential:**

Good academic record plus Masters degree with at least 55 % of marks or its equivalent grade of B in the 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/ liaise 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 & 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 educational 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.

## **Section Officers (Accounts / Admn.)**

**Age:** 35 years

### **Essential:**

1. Graduate/Post Graduate with at least second division (50% marks).
2. At least three years post qualification experience in handling Educational Administration / General Admn / Purchase / Accounts & Finance in a University / Research Institution / Government department /bodies/ PSU or reputed commercial establishment.

### **Desirable:**

Preference will be given to candidates holding professional qualifications like LL.B or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter).

### **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.

## **Library Attendant**

**Age:-30 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. Computers as a subject at Secondary level or Basic Course in Computers from any institution.

## **Laboratory Attendant**

**Essential Qualification:**

Should have passed the Matriculation or any equivalent examination with science subjects from a State Education Board or Govt. recognized School or Institution.

**Desirable:**

Should have worked in a Laboratory

## **General Instructions**

- The college reserves the right to call a limited number of candidates for written test/ interview based on their qualifications and not to fill up any of the vacancies advertised without giving any reason if circumstances so warrant.
- Canvassing in any form by or on behalf of a candidate will disqualify the candidate.
- Separate applications must be made for each post.
- Age limit is relaxable for SC/ST/OBC/Ex-Services man/PH Category as per Govt. of India/ University of Delhi Rules.
- Candidates belonging to SC/ST/OBC and Physically Handicapped categories should mention the category specifically in their application forms and must attach a certificate issued by the competent authority.
- A processing Fee of Rs.100/- through a DD in favour of The Principal, Shivaji College and payable at Delhi must be accompanied with the application form.
- Incomplete applications will be summarily rejected.

Applications on prescribed form complete in every respect along with a photograph, self-attested copies of certificates, mark-sheets and DD of Rs.100/- on account of processing fee along with two self-addressed envelopes, must reach the college office through proper Channel (for those already in service) within 21 days from the date of publication of this advertisement. Candidates must state clearly the name of the post applied for in the application and on the envelope.

(Principal)

**Shivaji College**  
**(University of Delhi)**  
**Ring Road, Raja Garden**  
**New Delhi – 110027**

Application form for Non-Teaching Post

Affix passport  
size photograph  
in the box

Post applied for .....

Advertisement Date ..... Name of the Newspaper .....

Particulars of Candidate:

1. Name (in BLOCK LETTERS) .....
2. Father's/Husband Name .....
3. Mother's Name .....
4. (i) Date of Birth (in figures) .....  
(in words .....)  
(ii) Age ..... Years ..... Months (as on date) .....
5. Nationality ..... Male/Female ..... Married/Unmarried .....
6. Postal Address .....  
..... Pin Code .....  
Tel. No. .... Email.....
7. Permanent Address .....  
..... Pin Code .....  
Tel. No. .... Email .....
8. Do you belong to SC/ST/OBC/General Category? ..... (attach certificate if belonging to SC/ST/OBC)
9. Do you belong to PWD Category? If yes, then kindly mention whether VH/OH/HH .....

10. Educational Qualifications:

Examination Passed	Name of the University/Board	School/College Attended	Division with % of Marks Obtained	Year of Passing	Subject Offered

11. Experience if any (Attach Proof):

Office in which worked/working	Designation	Length of Experience	
		From	To

12. 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. Do you possess computer Skills? If Yes, give details .....

14. Have you applied for any other post in the College? If so, state the name of the post .....

15. Any other information in support of your Candidature

.....  
.....

16. Give detail about atleast 2 Professional references:

I. a) Name .....

b) Designation .....

c) Address & Mobile No. ....

II. a) Name .....

b) Designation .....

c) Address & Mobile No. ....

17. Indicate the time you will require to join, If selected .....

Date : .....

**Signature of the Applicant**

**Declaration:**

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

Date : .....

**Signature of the Applicant**

**Forwarded:**

The facts stated in the above application form are true to the best of my knowledge and belief.

Date : .....

**Head of the Department/  
Institution (with Seal)**

**Note:**

- i) If selected, the original certificate along with attested photocopy of each must be produced at the time of joining.
- ii) Applicants who are employed should forward their applications through their employer.
- iii) One passport size photograph should be pasted on the application form.
- iv) The incomplete application form will be rejected.
- v) No TA/DA will be paid for attending the prescribed tests and interview.
- vi) If at any stage during your service it is found that the documents submitted by you in support of your qualifications etc. are not genuine/correct, your appointment is liable to be terminated automatically.