

JESUS & MARY COLLEGE

Chanakyapuri, New Delhi-21

(University of Delhi)

Jesus & Mary College is a Christian Minority Institution and a constituent college of University of Delhi. Applications are invited from the eligible candidates on prescribed format for the following Non-Teaching posts in Un-Reserved Category on permanent basis. The mode of recruitment is Direct Recruitment on All India Basis By Open Competition.

S. No.	Name of the post	No. of Vacancies	Age Limit
1	Section Officer (Administration)	01	35 years
2	Section Officer (Accounts)	01	35 years
3	Senior Assistant	01	30 years
4	Junior Assistant-cum-Typist	02	27 years

SECTION OFFICER

02 (Unreserved) – Administration and Accounts

Pay Band-2, Rs. 9300 - 34800 + Grade Pay of Rs. 4600/-

Essential:

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 qualification like L.L.B. or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter) / ICWA (Inter).

Note:

1. The incumbent is expected to work under the close supervision of 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 prescribe 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.

SENIOR ASSISTANT

01 (Unreserved)

Pay Band-2, Rs. 9300 - 34800 + Grade Pay of Rs. 4200/-

Essential:

1. Graduate with minimum 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.

Desirable:

1. Two Years experience in Educational Administration, General Admn./ Accounts & Finance / Purchase / Personnel/HR/Legal etc in a University/Research Institution / Government Department/bodies/PSU or reputed commercial establishment.
2. Professional Qualification like L.L.B or PG Diploma in Business Administration or MCA/PGDA or CA (Inter)/ICWA(Inter).

Note:

1. The incumbent is expected to work under the close supervision of 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/Examination/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 weight age of marks for written test and interview etc. as prescribed by the University from time to time 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.

JUNIOR ASSISTANT-CUM TYPIST

02 (Unreserved)

Pay Band-1, Rs. 5200 - 20200 + Grade Pay of Rs. 1900/-

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 / Finance Management /Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application /Office Management / Secretarial Practice / Finance 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.

Desirable:

1. Degree/Diploma in Computer Application / Science and knowledge of operation of latest packages relating to payroll, Accounts MIS etc.
2. Diploma in Office Management and Secretarial Practice.

Note:

1. The incumbent is expected to work under the close supervision of Section Officer. He/She should possess an aptitude for drafting / noting in English, Office Procedure, Data Processing in a Computerized 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, typing test and interview.
3. The scheme of the examination including weight age of marks for written test and interview etc. as prescribed by the University from time to time the approval of the Executive Council in this regard.

General Note (for all):

1. The upper age-limit as prescribed for direct recruits in the Schedule shall not be insisted upon in case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.
2. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable upto 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/ University/ affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
3. 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.
4. Separate Application has to be submitted for each post.
5. Applications on the prescribed format available on **www.jmc.ac.in** must reach the Principal, Jesus and Mary College, Chanakyapuri, New Delhi-110021 on or before **26th October, 2013** (i.e. 21 days from the date of this advertisement) complete in all respect with self attested copies of certificates, mark sheets, testimonials etc., along with the Demand Draft of Rs. 250/- (General/OBC) and 100/- (for SC/ST) in favor of the Principal, Jesus and Mary College. There is no fee for PwD applicants.

6. The sealed envelope must be superscribed as the “Application for the post of _____” which shall also contain a self addressed envelope and must be sent only by post/courier. Applications will not be accepted by hand.
7. Applicants who are already in service must apply “through proper channel”. A No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.
8. Incomplete applications, documents will be rejected.
9. The College reserves its right not to fill any or all the post(s) advertised.
10. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for interview.
11. No TA/DA shall be paid to any candidate for appearing in written test/skill test/interview.

Date of Advt: 5th September, 2013 in Employment News
Date of Publish on Website (DU/JMC) :- 20th September 2013

Principal

Advt No.: JMC/Admn./NTS-Rcrt/2013-14

Last Date: 26th October, 2013

JESUS & MARY COLLEGE

Chanakyapuri, New Delhi-21
(University of Delhi)

Application no. _____ (to be filled in by the office)

APPLICATION FORM

Application for the Post of _____

A recent passport
size photograph

1. Full Name of the Applicant _____

2. Father's/Husband's Name _____

3. Marital Status _____

4. Gender _____

5. Date of Birth (in words) _____

6. Present Address _____

7. Permanent Address _____

8. Hometown _____

9. Landline No.
(With STD code) _____

10. Mobile No. _____

11. E-mail Address _____

12. Nationality _____

13. Religion _____

14. Category _____
(UR/CH/SC/ST/OBC/PH/Others)

15. If PH, Kind of disability _____
(VH/OH/HH/Others)

16. Typing Speed (wpm) _____

17. Computer Knowledge _____

18. Educational Qualification starting with secondary education:

Examination/Degree	University/Board	Year of Passing	% of Marks/ Division	Subjects Taken

19. Experience:-

Name of Employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work
		From	To		

20. Have you ever been _____
Discharged/suspended from any position? If Yes, state reason.

21. Have you ever been _____
Imprisoned/penalized under any court of law? If yes, state reason.

22. Any other information _____

23. Demand Draft No _____

24. Amount of DD _____

25. Issuing Bank _____

26. References

1. Name _____
Designation _____
Address _____

Phone No. _____
E-mail id _____

2. Name _____
Designation _____
Address _____

Phone No. _____
E-mail id _____

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and believe. I understand that Jesus & Mary College has a policy against sexual harassment and is committed to providing an environment free from discrimination and harassment. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated at any time without any notice/compensation.

Date : _____

Signature of Applicant: _____

Place: _____

Name of the Applicant: _____

(Note: The Applicant may attach his/her Resume/Bio data along with this)