



PGDAV College (Eve.)

(University of Delhi)

Nehru Nagar, New Delhi – 110065

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Advt.No. NT/2014/01

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Applications are invited for the following post(s) on permanent basis from the desirous candidates in the prescribed Application Form. The details of the posts, number of vacancies, qualifications, pay band with grade pay, procedure for filling vacancies etc, are given under:

S.No.	Name of the Post	UR	OBC	SC	ST	PwD	Max. Age	Pay Band	Grade Pay
1	Administrative Officer	02	--	--	--	--	35	(PB-3) 15600-39100	5400
2	Librarian	01	--	--	--	--	35	(PB-3) 15600-39100	6000
3	Section Officer (Accounts)	01	--	--	--	--	35	(PB-2) 9300 – 34800	4600
4	Senior Personal Assistant	01	--	--	--	--	35	(PB-2) 9300 – 34800	4600
5	Sr. Technical Assistant (Computer)	01	--	--	--	--	35	(PB-2) 9300 – 34800	4200
6	Semi Professional Assistant (Library)	01	--	--	--	--	35	(PB-1) 5200 – 20200	2800
7	Assistant	02	--	--	--	--	30	(PB-1) 5200 – 20200	2400
8	Junior Assistant	03	01	--	--	--	27	(PB-1) 5200 – 20200	1900
9	JLIA/Library Assistant	01	--	--	--	--	30	(PB-1) 5200 – 20200	1900
10	MTS – Library	--	01	01	01*	01* (OH)	27	(PB-1) 5200 – 20200	1800
11	MTS – Computer Lab	01	--	--	--	--	27	(PB-1) 5200 – 20200	1800

*One Reserved (ST) for PWD candidate (OH) having disability of at least 40%.

ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

1. ADMINISTRATIVE OFFICER (PB-3) 15600-39100 + 5400 G.P.

Essential:

- a) 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:

- a) At least three year 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.
- b) LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

2. LIBRARIAN (PB-3) 15600 – 39100 + 6000 A.G.P.

Essential:

- a) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- b) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

3. SECTION OFFICER (ACCOUNTS) (PB-2) 9300 – 34800 + 4600 G.P.

Essential:

- a) 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.

- b) Minimum 6 Years of Administrative Experience

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

4. SENIOR PERSONAL ASSISTANT (PB-2) 9300 – 34800 + 4600 G.P.

Essential:

- a) A Bachelor Degree from a recognized University.
- b) At least three years post qualification experience working as Private Secretary/Personal Assistant / Stenographer/ Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government
- c) Skill Test norms
 - i. *Dictation*: 10 mts @ 100 w.p.m.
 - ii. *Transcription*: 40 mts. (English) or 55 mts. (Hindi) on computer.
 - iii. Computer proficiency viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail communication etc.

Desirable:

- a) Degree/Diploma in Computer Application/Science.
- b) Diploma in Office Management and Secretarial Practice.
- c) Knowledge of service rules applicable for Central Government establishments.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

5. SENIOR TECHNICAL ASSISTANT (COMPUTER)(PB-2) 9300 – 34800 + 4200 G.P.

Essential:

MCA Or 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.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

6. SEMI PROFESSIONAL ASSISTANT (SPA) (PB-1) 5200 – 20200 + 2800 G.P.

Essential:

- a) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
- b) B.Lib.Sc/B.L.I.Sc with 50% Marks.
- c) Course in computer application at Graduate or PG Level or 6 months computer course from a Recognized institution.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

7. ASSISTANT (PB-1) 5200 – 20200 + 2400 G.P.

Essential:

- a) A Graduate 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 in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University

- b) Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

8. JUNIOR ASSISTANT (PB-1) 5200 – 20200 + 1900 G.P.

Essential:

- a) 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.

- b) Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

9. JLIA/LIBRARY ASSISTANT (PB-1) 5200 – 20200 + 1900 G.P.

Essential:

- a) Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.
- b) Certificate in Library Science/Library and Information Science from a recognized institution;
- c) Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized Institution.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

10. M.T.S. - LIBRARY (PB-1) 5200 – 20200 + 1800 G.P.

Essential:

- a) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
- b) Certificate in Library Science/Library & Information Science from a recognized Institution

Desirable:

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

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

11. COMPUTER LABORATORY – M.T.S. (PB-1) 5200 – 20200 + 1800 G.P.

Essential:

Should have passed **Matriculation (10th) or an equivalent** examination with science subjects from recognised Board

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview. The selection shall be based on the performance of the candidate in the written test and interview.
2. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
3. 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.
4. Upper age limit for persons with disabilities shall be relaxable by 15 years for ST Candidates.
5. The upper age-limit as prescribed for direct recruits 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 and its Colleges.
6. The upper age-limit prescribed for direct recruits 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.
7. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them one time exemption provided they have put at least one year of services.
8. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
9. Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.

10. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
11. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
12. The college may call only short-listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test and / or interview as the case may be.
13. It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. In case, it is detected at any point of time in future during process of selection or even after appointment that candidate was not eligible as per prescribed qualification, experience etc, which could not be detected at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/terminated as case may be, as per rules.
14. The date of written examination for each post will be notified on the college website. Candidates are required to check the college website on regular basis.
15. A separate form has to be submitted for each post.
16. Candidates belonging to SC/ST/OBC and Physically Handicapped categories should mention their category specifically in their applications and attach certificate of proof issued by the competent authority.
17. 3% seats are reserved for PwD category. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated: 29.12.2005. The format is available at the website www.persmin.nic.in. Only Such persons would be eligible for reservation in services/posts under OH category who suffer from not less than 40 percent of disability.
18. Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
19. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
20. The number of unreserved/reserved posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
21. Fees once paid shall not be refunded under any circumstances.
22. All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
23. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.

24. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the application form.
25. The College shall not be responsible for any delay/loss due to postal or technical reasons.
26. Applications received without complete information or without requisite fees shall be rejected.
27. 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.
28. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.
29. The College shall not be responsible for any delay/loss due to postal or technical reasons.
30. The payment can be made through demand draft in favour of **The Principal, PGDAV College (Eve.)**, payable at New Delhi. Candidate should write his/her name, post applied for and mobile no. back side on the demand draft.
31. Application form may be obtained from the office of the College from 3:00 p.m. to 7.00 p.m. on or before the last date of submission. Application form is also available on the College website: www.pgdaevee.in
32. Applications fee is to be deposited as per the details given below:-

Category	Fee (Rs.)
UR/OBC	250/-
SC/ST	100/-
PwD	Nil

33. Application duly complete in all respects along with Demand Draft (DD) in favour of **The Principal, PGDAV College (Eve.)** and a self-addressed & stamped envelope of 22cm X 9cm must reach the college within 21 days from date of advertisement in an envelope superscribed as "Application for the post of (name of the post applied for). The application should be addressed to:

**The Principal,
PGDAV College (Eve.)
Nehru Nagar,
New Delhi - 110065**

(Dr. Pushraj Jain)
Officiating Principal