SRI VENKATESWARA COLLEGE
(UNVIERSITY OF DELHI)

BENITO JUAREZ ROAD, DHAULA KUAN, NEW DELHI – 110021
Website: - www.svc.ac.in

Advertisement/Reference No.: Recruit./Ch/NTS/2014/002   **Dated: 03.09.2014**

Online Applications are invited from eligible candidates for the following permanent Non-Teaching post(s). The details of the posts, number of vacancies & pay band are given as under:-

S.No.	Name of the Post(s)	Pay Band + Grade Pay	Age	No.of Vacant Post(s)	Category			
					SC	ST	OBC	UR
1.	Senior Assistant	PB-2+4200/-	18-30 years	01	-	-	-	01
2.	Assistant	PB-1+2400/-	18-30 years	01	-	-	-	01
3.	Junior Assistant	PB-1+1900/-	18-27 years	04		01	02	01
4.	Library Assistant	PB-1+1900/-	18-30 years	01	-	-	-	01

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

Educational Qualification:

Senior Assistant (Age Limit: 30 years)
Essential:
   a) Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computer, and
   Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline.
   <div align="center">Or</div>
   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 4 years of Administrative Experience

Note:
   1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle 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.
   4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computer within one year from their appointment before completion of probation period.

Assistant (Age Limit: 30 years)
Essential:
   a) A graduate from a recognized University in any discipline with working knowledge of computer, 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.

Junior Assistant (Age Limit: 27 years)
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 form 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.

Library Assistant (Age Limit: 30 years)
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.

Note: the incumbent in generally expected to undertake the following duties:-
1. Secretarial Jobs: Performing the administrative and financial jobs in respective units, sections (e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc.)
2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library.
4. Performing the Data Entry Operation;
5. Assist users in searching books and periodicals (both loose and bound volumes), and documents in other media and findi/tracing of misplaced books and periodicals (both loose and bound volumes).
6. Library services for users with special needs;
7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodical for binding;
8. Physical preparation of books, bound volume of periodicals, newspaper, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.
9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation:
10. Performing the Scanning work and attending to e-mails;
11. Printing of bar code labels and magnetic ships etc.
12. Covering and removing the dust covers from the computer while closing and opening the Library Unit, section respectively.
13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through integrated Online Membership

and Circulation System, recording overdue books, issue of reader's ticket and cards writing work and other jobs related to library books and journals.
14. Performing holiday and weekend and shift duties.
15. All other such jobs as may be assigned form time to time.

The applications should be submitted online within **21 days** from the date publication of this advertisement.

PRINCIPAL

INSTRUCTIONS TO THE CANDIDATES

1. 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.

2. Those in service should apply through proper channel. He/She is required to produce the No objection Certificate (NOC) at the time of interview, if selected.

3. The College has right to change the number and/or nature of posts or not to fill up any posts.

4. 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), Persons with Disabilities, 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.

5. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years 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.

6. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.

7. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated 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 excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. 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.

8. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.

9. Application received without complete information or without requisite fees shall be summarily rejected.