

**RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI : 110015
(UNIVERSITY OF DELHI)**

RC/RG/152/Non-Teaching/2024/03

Date: 13.09.2024

Advertisement

Online applications on <https://rajdhanicollege.ac.in/Base/ntsrecruitment> are invited for the following permanent Non-Teaching Posts of the College.

S. No	Name of the Post	UR	OBC	SC	ST	EWS	PwBD	Total	Upper Age limit	Qualification
1	Administrative Officer Pay Level – 10	-	-	-	-	-	01-MI	01	35 Years	Essential: 1. Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable Qualification:- 1. At least 03 years of 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: All the direct recruits should possess working knowledge of computer.
2	Senior Personal Assistant Pay Level – 07	01	-	-	-	-	-	01	35 Years	Essential: 1. A Bachelor Degree from a recognized University. 2. At least 03 years of experience of 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. 3. Skill test norms (a) Dictation: 10 minutes at an average speed of 100 w.p.m. (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. Desirable: 1. Degree/Diploma in Computer Application/Science. 2. Diploma in Office Management and Secretarial practice. 3. Knowledge of service rules applicable for Central Government establishments.
3	Senior Assistant Pay Level – 06	-	-	-	-	-	01-VI	01	30 Years	Essential 1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computer.
4	Assistant Pay Level – 04	01	-	-	01	-	-	02	30 Years	Essential: A Graduate from a recognized University in any discipline with good working knowledge of computer.
5	Junior Assistant Pay Level – 02	02	01	-	-	-	-	03	27 Years	Essential 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computer.
6	Senior Technical Assistant (Computer) Pay Level- 06	1+1*	-	-	-	-	-	1+1*	30 years	Essential: B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications OR M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial / service industry establishment of repute.
7	Laboratory Assistant (Chemistry) Pay Level- 04	01	-	-	-	-	-	01	30 Years	Essential 1.Should have passed Senior Secondary (10 +2) or an equivalent examination with relevant science subject. or Graduate with relevant Subject.

8.	Laboratory Assistant (Physics & Electronics) Pay Level- 04	-	01	-	01	-	-	02	30 Years	Essential 1.Should have passed Senior Secondary (10 +2) or an equivalent examination with relevant science subject. or Graduate with relevant Subject.
9	Laboratory Attendant (Chemistry) Pay Level -01	05	02	01	-	-	-	08	30 Years	Essential Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board.
10	Laboratory Attendant (Computer) Pay Level -01	01*	-	-	-	-	-	01*	30 Years	Essential Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board.
11	Laboratory Attendant (Physics & Electronics) Pay Level -01	03	02	01	01	01	-	08	30 Years	Essential Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board.
12	Library Attendant Pay Level -01	1*+1	-	-	-	-	01-HI	1*+2	30 Years	Essential 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. 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.

* denotes the posts were sanctioned under OBC expansion Scheme and will be filled on receipt of approval of the UGC.

UR-Unreserved, OBC-Other Backward Classes, SC- Schedule Caste, ST- Schedule Tribe, EWS- Economically Weaker Section, PwBD- Persons with Benchmark Disability, VI- Visually Impairment, HI- Hearing Impairment, MI- Mental Illness.

Note:

1. Online link <https://rajdhniccollege.ac.in/Base/ntsrecruitment> for applications form will be activated on the date of publishing of advertisement in Employment News.
2. The application fee is Rs. 500/- for UR/OBC/EWS category Candidates and Rs. 200/- for SC/ST candidates. There is no fee for the women / PwBD candidates. The payment should be made online while filling and submitting the application form. The fee is non-refundable. The last date of submission of online application form is 21 days from the date of publication of this advertisement in the Employment News.
3. Candidate fulfilling the eligibility criteria may fill the online application form available on the College Website : www.rajdhniccollege.ac.in
4. Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the college, in case they require any assistance in filling up the application form.
5. The college reserves the right to change the nature/ or number of post(s) and not to fill up any or all the post(s) advertised.
6. The age relaxation to reserved categories or others as per rules.
7. The candidates already in service must apply through proper channel.
8. Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable. Applicants applying for the post(s) reserved for OBC /or EWS must attach certificate of OBC (noncreamy layer) /or EWS in the prescribed form issued by Competent Authority. The certificate(s) should be of the current financial year, in accordance with instructions issued by the Central Union Government in this respect from time to time. OBC applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.
9. The candidates applying under PwBD category must specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.
10. The candidates applying under PwBD 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.
11. Separate online application has to be submitted for each post.
12. Merely fulfilling the minimum eligibility conditions does not entitle the candidates to be called for written test.
13. The applications received shall be screened in accordance with the guidelines laid down by the University in this regard to restrict the no. of candidates.
14. No application shall be entertained through Email/fax/offline.
15. The application received incomplete/or after due date will be summarily rejected. If copies of all relevant certificates, degrees , testimonials etc. are not enclosed , such applications will be treated as incomplete applications.
16. All the direct recruits/applicants will be required to appear in a written /skill test and interview (wherever it is applicable) to adjudge their professional /technical knowledge as per the requirement of the posts. The selection shall be based on the performance of the candidate in the written/ skill test and interview (wherever it is applicable).
17. Any Addendum/ Corrigendum/ Information in this regard will be given on College website only.

Prof. Rajesh Giri
Principal (Offg)

14.11.2024