QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

1. **ADMINISTRATIVE OFFICER: (PB-III) -15600-39100+ 5,400(GP)**

Essential:

Good Academic record plus Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for PWD 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/She 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 in this regard.
5. All the direct recruits should possess working knowledge of computers.

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

2. **PROFESSIONAL ASSISTANT (LIBRARY):9,300 – 34800 + 4,200 (GP)**

Essential:

(a)   M. Lib. Sc/ M.L.I.Sc. Or Equivalent with 50% marks;

Or

Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./ B.L.I.Sc with 50% marks.

(b)   Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.

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

3. **ASSISTANT** : 5,200 – 20,200 + 2,400 (GP)

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).

4. **JUNIOR ASSISTANT** : 5,200 – 20,200 + 1,900 (GP)

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).

5. **LIBRARY ATTENDANT** : 5,200 – 20,200 + 1,800 (GP)

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 recognised 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).

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SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)
DEV NAGAR, NEW DELHI-110 005

Application Form for Non-Teaching Posts

Affix your Passport sized photograph here

Post Applied For:_____

Date of Advertisement _____

Bank Draft No:_____Issuing Bank_____Date_____

Name (in Block Letters) _____

Date of Birth_____Gender _____

Father's/Husband's Name _

Nationality_____Marital Status_____Email: _____

Postal Address _____

_____PIN: _____

Telephone/ Mobile No(s) _____

Category: SC / ST / OBC / Sikh Minority / PWD / OH / VH / HH / LV / General / Others _____

IMPORTANT INSTRUCTIONS

1. *Candidates are advised to read the Advertisement Carefully before filling the Application Form.*
2. *A Separate Application Form is to be submitted for each post*
3. *Incomplete Application Form will be summarily rejected.*
4. *Candidates are required to attach photocopies in support of their educational qualifications and experience, if any.*
5. *Candidates are advised to preserve Acknowledgement Receipt of this form*

P.T.O

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Acknowledgement Slip of Application Form for Non-Teaching Posts

Received Application Form from _____

For the post of_____on_____

Application No: _____

Date: _____

Signature of the Receiving Assistant

Educational Qualifications: (Start from Senior Secondary onwards)

Examination Passed	Year of Passing	School/Board/College/University	% of Marks & Division	Subjects Offered

Your Familiarity with Computers and IT Systems: *(Mark one or more as appropriate)*

[ ] Never used   [ ] Basic use like email/net surfing etc.   [ ] Word Processors /Spreadsheets

[ ] Proficiency in _____

Your Typing and Shorthand Skills (mention speed if yes):

	English	Hindi
Shorthand		
Typing		

Your Experience Details: *(attach a separate sheet if space is insufficient)*

Organization in which worked/Working	Nature of Employment along-with Designation	Period		Length of Experience in Years	Salary Drawn
		From	**To**		

Any Other Information that you may like to furnish: _____

_____

I declare that the statements made in this Application Form are true to the best of my knowledge and belief.

Date: _____   **Signature of the Applicant**

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