

हिन्दू महाविद्यालय

(दिल्ली विश्वविद्यालय)

दिल्ली-110007

दूरभाष : 2766 7184

फैक्स : 2766 7284

ई-मेल : principal@hinducollege.org

वेबसाईट : www.hinducollege.ac.in



Hindu College

UNIVERSITY OF DELHI

DELHI - 110 007

PHONE : 2766 7184

FAX : 2766 7284

E-mail : principal@hinducollege.org

www.hinducollege.ac.in

Advt. No. HC/Admn.(16-17)/NT posts/001

Dated: 29.03.17

Applications are invited in the prescribed format for the following Non-teaching posts on permanent basis. The full details of the advertisement and prescribed format are available on the college website: www.hinducollege.ac.in

The last date for receipt of application is 24.04.2017.

S. No	Post	Pay scale	Age Limit*	Total vacant	UR	SC	ST	OBC	PWD
1	STA (Computer Lab.)	Rs. 9300-34800+GP 4200	35 years	01	--	--	--	--	01(OH)
2	Senior Assistant	Rs. 9300-34800+GP 4200	30 years	01	01	--	--	--	--
3	Assistant	Rs. 5200-20200+GP-2400	30 years	01	01	--	--	--	--
4	Jr. Asstt.(JACT)	Rs. 5200-20200+GP-1900	27 years	04	01	01	--	01	01 (VH)
5	SPA (Library)	Rs. 5200-20200+GP-2800	35 years	02	01	01	--	--	--
6	JLIA(Library Assistant)	Rs. 5200-20200+GP-2000	30 years	01	01	--	--	--	--

VH (LV) & OH stand for Visually Handicapped (Low Vision) & Orthopedically Handicapped respectively. Candidates applying under PwD must have disability of at last 40%.

*Age relaxation will be allowed as per the guidelines of University of Delhi/UGC

The candidates are instructed to carefully read the eligibility criteria along with the General instructions to fill the application form. The tentative schedule of written tests is given in the General instructions.

NOTE:- The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.

Any addendum/corrigendum shall be posted only on the College website. It shall be the responsibility of the Candidates to monitor the same


(Dr. Anju Srivastava)
Offg. Principal

ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

1.	<p><u>Senior Technical Assistant (STA Computer)</u></p> <p>(1) 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.</p>
2.	<p><u>Senior Assistant</u></p> <p>(1) A 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.</p> <p style="text-align: center;">(OR)</p> <p>Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.</p> <p>(2) Minimum 4 Years of Administrative Experience.</p>
3.	<p><u>Assistant</u></p> <p>(1)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.</p> <p style="text-align: center;">(OR)</p> <p>Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.</p> <p>(2)Minimum 2 Years of Administrative Experience.</p>
4.	<p><u>Junior Assistant</u></p> <p>(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 / Financial Management / Accounts or equivalent discipline.</p> <p style="text-align: center;">(OR)</p> <p>Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.</p> <p>(2) Computer typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi typewriting through computers.</p>

5.	<u>Semi Professional Assistant (Library)</u> (1) Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks. (2) B. Lib. Sc. / B. L. I. Sc. with 50% Marks. (3) Course in computer application at Graduate or PG Level or 6 months computer course from a recognized institution.
6.	<u>Library Assistant (JLIA)</u> (1) Passed Sr. Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institutions; (2) Certificate in Library Science/ Library and Information Science from a recognized institution; (3) Computer Course at Sr. Secondary Level or Basic Course in Computer Science/ Word Processing from a recognized institution.

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. As per directive of the University of Delhi Vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitments to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015. Accordingly, selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.
2. All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi / U.G.C. from time to time.
3. As per approved PwD Roster the post of JACT has been identified for Visually Handicapped (Low Vision) having disability of at least 40%.
4. The post of Sr. Technical Assistant (Computer) has been identified for OH category. The candidate may be allowed to bring a writer as per rules (depending upon disability) with prior permission of the College. The maximum qualification of the writer will not be higher than 10+2 or its equivalent. The candidate or/and writer will have to execute an Undertaking at the Examination Center, providing information in respect of the writer (maximum qualification, etc. before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.
5. The upper age-limit as prescribed for direct recruitment shall be relax able in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex Servicemen and other specified categories in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the Delhi University.
6. 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 that they have rendered at least three years regular service in the University and its constituent Colleges.
7. The upper age-limit prescribed for direct recruits shall also be relax able up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered regular service in the same or an allied field in organization(s) under Government Departments / Statutory or Autonomous bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings. They should have rendered at least three years regular service in the same or an allied field.
8. The upper-age limit shall also be relax able in respect of persons who are already working on contract / daily wages / adhoc basis in the Delhi University / Colleges to the extent of the services rendered by them. This is a one-time exemption available to those who have put in at least one year of service.
9. The upper age limit for the posts advertised shall be determined as on the last date of submission of applications, i.e. **24.04.2017**.
10. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application, i.e. **24.04.2017**.
11. Candidates belonging to SC / ST / OBC / PwD categories should keep ready attested copies of the certificates issued by the competent authority in the prescribed format as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the 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 defense services should submit a certificate from a competent authority that they will be relieved from defense services.
12. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the

prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.

13. All the candidates who are applying for more than one post are required to fill up separate application forms along with prescribed fee.
14. 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.
15. 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 the 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 VH / OH / HH categories who suffer from not less than 40 percent of disability.
16. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.
17. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application
18. 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.
19. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
20. All expenses for appearing in written test/s, practical or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA / DA shall be paid.
21. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website only
22. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his / her services shall be liable to be terminated without prejudice to any other action initiated by the college.
23. 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 the right to modify / cancel / withdraw any communication made to the candidate.
24. Application fee should be submitted through a Demand draft drawn in favor of "Principal, Hindu College" payable at Delhi, should be attached with prescribed application form. The details of fee are given below:-

<u>Category</u>	<u>Fee (Rs.)</u>
UR / OBC	250/-
No application fee shall be charged from SC/ST, PwD and Women Applicants.	

25. The date of written examination for each post shall be notified on the college website. Candidates are required to check the College website on a regular basis. However, the tentative dates for the tests are given as under:

Tentative schedule of Written Test

Post	Days	Shift	Date
STA (Computer)	Friday	Morning	05.05.2017
Senior Assistant	Friday	Evening	05.05.2017
Assistant	Saturday	Morning	06.05.2017
Jr. Asstt.(JACT)	Saturday	Evening	06.05.2017
SPA (Library)	Sunday	Morning	07.05.2017
JLIA(Library Assistant)	Sunday	Evening	07.05.2017

Test Centre: **Hindu College, University of Delhi, Delhi – 110007 (near Vishwavidyalaya Metro Station).**

- List of eligible candidates shall be made available on University of Delhi and College website. Roll no & other information shall be mentioned in the list against the name of the applicant.
- Candidates should download the Admit card from the college website and bring it with them on the day of the test. A link to download the Admit card will be available on the college website after the last date of submission of the application form. For this purpose candidates should refer College website on regular basis.
- The candidates should bring with them a proof of identity - Pan Card, Voter Card, Driving License, Aadhar Card, etc. & a passport size photograph.
- Candidates are advised to reach the Test Centre 45 minutes before the scheduled time.
- Use of mobile phones and other electronic devices in the examination hall is strictly prohibited.
- All the candidates are being called for the written test but the final eligibility of their candidature shall be decided as per the qualification prescribed by the University in this regard. The candidates who do not meet the prescribed requirement on age, educational qualifications, experience, etc. will not be considered for selection.

HOW TO APPLY:

1. Application performa is available on the College website www.hinducollege.ac.in and www.du.ac.in
2. Application should be addressed to:
**The Principal,
Hindu College,
University of Delhi,
Delhi-110007.**
3. Applications can be submitted in person or by post/courier. In any case, application should be submitted/ reach (if by post or courier) on or before the last date of submitting applications.
4. Applications submitted through post/ courier in sealed envelopes must clearly mention the Name of the post applied for.
5. Application forms are accepted in College office from 10:00 am to 4:00 pm on all working days (Monday to Friday).
6. **No email applications shall be considered.**

**(Dr. Anju Srivastava)
Offg. Principal**

HINDU COLLEGE
University of Delhi, Delhi-110007
Application Form for Non-Teaching Posts

Advt. No. _____

Dt. _____

(For Office use only)
Application Number

Post applied for _____

Category of the candidate (SC/ST/OBC/General/Physically Challenged) _____

1. Name (in Block Letters) _____

2. Father's / Husband's Name _____

3. (i) Date of Birth (in figures) (i)
D D M M Y Y Y Y

(ii) Age as on 24.04.17 Years _____ Months _____

4. (i) Nationality _____ (ii) Gender _____ (iii) Marital Status _____

5. Postal Address: _____

Telephone No. _____ Mobile _____ E-mail _____

6. Permanent Address _____

Telephone No. _____

7. Has/Is there any case pending against you in the Court of Law? Yes/No _____

If Yes, please specify _____

8. Educational Qualification :

Examination Passed	Name of the University/Board	School/College attended	Division With %age of marks obtained	Years of Passing	Subject offered

**Affix Passport
Size
Photograph**

9. Professional Experience:

Office in which worked/working	Designation	Length of Experience		Total Experience
		From	To	

10. Do you know typewriting/shorthand? If so, state speed : _____

English	Hindi
Shorthand _____ w.p.m.	Shorthand _____ w.p.m.
Typewriting _____ w.p.m.	Typewriting _____ w.p.m.

11. Do you have computer proficiency (Yes/ No)_____

If yes, state which of the following you know and work with confidence (Tick where applicable).

MS Word

MS Power Point

MS Excel

Interned Usage like Email/Searching

12. Any other information : _____

Declaration:

I hereby declare that the above information given by me in the application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place _____

Dated _____

Signature of the Applicant

Forwarded:

The facts stated in this application have been verified and found correct. This organization/ department has no objection in his/her applying for the post referred in the application.

Dated _____

Signature of Head of the Organization/ Department
(with seal)

Important Notice

1. The separate application form is to be submitted for each post, along with prescribed fee (if applicable).
2. Attested copies of all relevant Certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of joining, if selected.
3. Those applying under reserved category must attach documents in support. The certificate/s should be in the name of the candidate.
4. Applicants in employment should get their application endorsed from their employer i.e. through proper channel.
5. One passport size photograph should be pasted on the application form.
6. Incomplete application will be rejected.
7. No. TA/DA will be paid for attending the prescribed tests and interview.
8. Application fee should be submitted through a Demand draft drawn in favor of "Principal, Hindu College" payable at Delhi, should be attached with prescribed application form. Fee for application is Rs. 250/- for UR/OBC. **No application fee shall be charged from SC/ST/PwD and Women applicants.**
9. Applications submitted through post/ courier in sealed envelopes must clearly mention the Name of the post applied for.
10. Applications can be submitted in person or by post/courier. In any case, application should be submitted/ reach (if by post or courier) on or before the last date of submitting applications.
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