

**विवेकानन्द महाविद्यालय**

**विवेक विहार, दिल्ली – ११००९५**

**VIVEKANANDA COLLEGE**

**VIVEK VIHAR, DELHI – 110 095**

## **NOTICE**

**Date: 30-09-2016**

Applications are invited for the following posts in Vivekananda College (University of Delhi, Delhi-110095) on contract basis for a period of six months which may be renewed for a further period of six months on consolidated salary as per University rules.

<b>S.No.</b>	<b>Name of the Post</b>	<b>Category</b>	<b>No. of Post</b>
1	Assistant	UR	01
2	Jr. Assistant	UR	01(For Library) 01(For Office)
3	Semi-Professional Assistant	UR	01
4	Library Attendants (MTS)	01-UR 01-OBC	02

The College reserves the right to change the number and/or the nature of post and/or not to fill any or all the posts advertised without assigning any reason thereof.

Interested applicants fulfilling the criteria are required to submit their application in the prescribed format along with self attested copies of all relevant certificates and a passport size photograph to the college, addressed to The Principal, Vivekananda College, Vivek Vihar, New Delhi-110095 latest by 20/10/2016 up to 5.00 p.m.

Note: Please check the college website for the Schedule of examination.

**GENERAL INSTRUCTIONS TO THE CANDIDATES:**

- 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 from time to time.
- 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.
- Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
- Applications which do not meet the criteria or incomplete applications are liable to summarily rejected.
- 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.
- Candidates called for written test shall do so at their own expenses. No. TA/DA shall be paid.
- The College shall not be responsible for any delay/loss due to postal or technical reasons.
- 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.

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- 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.

*Hina Nandrajog*

Dr. Hina Nandrajog  
(Offg. Principal)

**1. Name of the Post: Assistant**

**Age Limit:** 30 years

**Qualification Required**

**Essential:**

A Graduate from a recognized University in any discipline with working knowledge of computers.

**Desirable:**

- a) One year experience in Educational Administration, General Admn, and Finance, Purchase etc. in Government department/bodies / Corporation or reputed Educational Institutions.
- b) Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc..

**2. Name of the Post: Jr. Assistant**

**Age Limit:** 27 years

**Qualification Required**

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

**Desirable:**

- a) Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc..
- b) Diploma in Office Management and Secretarial Practice.

**3. Name of the Post: Semi-Professional Assistant**

**Age Limit:** 35 years

**Qualification Required**

**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. 3. Course in computer application at Graduate or PG Level or 6 months computer course from a recognized institution.

**4. Name of the Post: Library Attendant (MTS)**

**Age Limit:** 30 years

**Qualification Required**

**Essential:**

Passed 10th or equivalent examination from any State Education Board or Government recognized Institution

**Desirable:**

- a) Computer as a subject at Secondary level or Basic course in Computers from any Institution.
- b) Certificate in Library Science/Library & Information Science from a recognized Institution.

## General Details

Please paste recent  
passport size  
photograph

Post Applied For: \_\_\_\_\_

## Personal Details

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Parent's/Spouse Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age (As on Today) \_\_\_\_ Y \_\_\_\_ M \_\_\_\_ D Category (i) (UR/SC/ST/OBC) \_\_\_\_\_

Nationality \_\_\_\_\_ Gender \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mob No. \_\_\_\_\_ Email \_\_\_\_\_

### Postal Address

### Permanent Address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Note: PWD- Persons with Disability, LV-Low Vision, OH- Orthopaedically Handicapped, HH-Hearing Handicapped

## Academic Qualifications\*

Examination	Year	Main Subject	Marks (%)	University
High School				
Intermediate				
Bachelor's Degree				
Master's Degree				
Technical Qualification				

\* Attach self-attested copies of above mentioned degrees/certificates/testimonials.

**Full-time Experience\***

Name of University /College/Institution/ Department	Designation	Status (Permanent/ Temporary)	From	To	Experience (in Y-M)

\* Attach self-attested copies of certificates from the competent authority of above mentioned experience.

**Disclosure**

**Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University? Yes / No**

If yes, specify \_\_\_\_\_

**Have you at any time convicted by court for any criminal offence? Yes / No**

If yes, specify \_\_\_\_\_

**Were you ever discharged or dismissed from any previous employment? Yes / No**

If yes, specify \_\_\_\_\_

**Declaration**

I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal / disciplinary proceedings.

Date: .....

Applicant's Signature