



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DEIHI-II0096

March 31, 2016

Applications are invited for the following posts purely on contract basis initially for a period of six months which is extendable for further period depending upon the performance of the selected candidates. Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same alongwith relevant testimonial latest by **18-04-2016**.

1. System and Network Administrator -01(one) post

Essential Qualification and Experience

MCA/B.E/B.Tech/M.Sc(Informatics) or equivalent in Computer Science or related discipline from the recognized University /Institution. At least four years of System and Network Administration experience in an organization for general domain system administration with user accounts management, network administration security administration and web-server and data base administration.

Desirable Qualifications:

Microsoft MCSA, Cisco CCNA, CISSP and /or any other equivalent certifications.

Duties

Primary duties will include installation and maintenance of servers, desktop, security devices and other network component in medium sized Windows Active Directory based domain, ensuring that the whole network works efficiently without any threat of viruses, security breaches or any other interruption to the network. Other duties may include developing scripts, System related project management,

supervision of junior computer staff, backups of systems and other important data and should be able to provide technical support for all computer related activities of the college.

Remuneration: Rs 35000 /- pm (consolidated)

2. Hostel Supervisor -01 (one) female Age Limit -30-40 years

Educational Qualification and Experience

1. Master in Social Work or Hospitality Administration from a recognized University with at least 2 years of experience as a Hostel supervisor of a Girls Hostel accommodation operations, in a reputed Hostel/Hotel/ Guest house of commercial or educational establishment.
2. Working knowledge of computer & software used for all accounting purposes especially the knowledge of Book Keeping to maintain Mess Accounts with respect to Mess rebate, etc.
3. The candidate shall be required to stay in the hostel premises provided by the college for which no license fee will be charged and expected to be on duty 24×7. Leaves shall be admissible as per University of Delhi rules.

Desirable

1. One year Diploma in Disaster Management
2. Good communication Skills on English and Hindi Language.

Remuneration: Rs. 20000/- to 25000/- per month (consolidated)

3. Junior Assistant- Hostel (contractual) 01 (one) female Age Limit 30-40 years

Educational Qualification and Experience:

1. Graduate from a recognized University with at least 1 year of experience as a Junior Assistant Hostel of a Girls-Hostel accommodation operations, in a reputed Hostel/Hotel/ Guest house of commercial or educational establishment.
2. Working knowledge of computer with experience in the relevant field and handling account and files.
3. The candidate shall be required to stay in the hostel premises provided by the college for which no license fee will be charged and

expected to be on duty 24×7. Leaves shall be admissible as per University of Delhi rules.

Desirable

1. Good communication Skills in English and Hindi Language.
2. One Year Diploma in Disaster Management

Remuneration: Rs. 15800/- per month (consolidated)

The post is purely on contractual basis and the services can be terminated at any time without notice or without assigning reasons thereof.

The College will place corrigendum if any on the college website only. Candidates are requested to monitor the same.

The Complete Application form duly filled-in should be sent by Registered/Speed Post to **the Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, New Delhi-1100096 by April, 18 2016.**

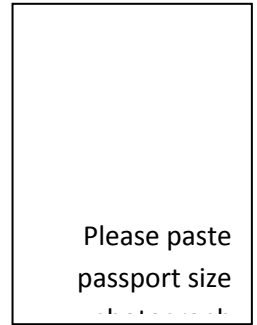
(Dr. Sunil Sondhi)
Principal



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-110096



Please paste
passport size
photograph

Application No.....

(to be filled by the office)

Application Form for Non-Teaching Post & Technical Post

(Please read the notes given at the end before filling the form)

Post applied for

In the Department of

Advt. No.Dated.....

Details of Demand Draft/IPO Name of issuing Bank /Post Office.....

DD / IPO No.Date..... .Amt.....

1. Name (in block letters):-

.....

2. Father's/Husband's Name: -

.....

3. (i) Date of Birth (in figures).....(in words):

(ii) Age :.....Years :Months (as on date:))

Tel. No.....Mob. No:-

Email ID.....

4. Nationality : Male/Female:..... Married/Unmarried:-.....

5. Postal Address:

.....

Pin Code:-

6. Permanent Address:.....

.....

Pin Code:-

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate caste & attach a photocopy:-

8. Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action? If so, attach certificates

9. Educational Qualifications starting from 10th standard: Please attach relevant certificates & use separate sheet if required.

10.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

11. Technical Qualifications: Please attach relevant certificates & use separate sheet if required.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

12. Experience, if any (Administrative/Technical/Any other): Please attach relevant certificates & use separate sheet if required

Name of the organization	Post held/ Designation	Salary & other emoluments	Period		Length of Experience		Nature of Duties Performed
			From	To	Year	Mths	

13. Special interest if any:

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

English

Hindi

Shorthand:w.p.m w.p.m.

Typewriting:w.p.m. w.p.m

15. Any other information:

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16. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

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17. Give name and details of 2 references:-

Name: Name :

Address: Address:

.....

Mobile : Mobile.....

Email: Email:

Dated:.....:

.....

Signature of the Applicant

For applicants in Employment.

The facts stated in the above application have been verified and found correct and no vigilance or disciplinary enquiry is pending.

Dated:

.....

Head of the Department/Institution

(With Seal)

Declaration.:

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my

Candidature may be cancelled at any stage.

Dated:

Signature of the Applicant

Notes :

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. In case a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. 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 interview and at the time of joining, if selected.
7. Applicants who are in employment should send their applications through proper channel.
8. No. T.A/D.A will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary