

JESUS & MARY COLLEGE
 Chanakyapuri, New Delhi-21
 (University of Delhi)
 Accredited by NAAC with 'A' Grade

Jesus & Mary College is a Christian Minority Institution imparting higher education to women. Applications are invited from the eligible candidates on prescribed format for the following Non-Teaching post in **Orthopedically Handicapped (OH) Category on Permanent Basis**. The mode of recruitment is Direct Recruitment on All India Basis By Open Competition.

S. No.	Name of the post	No. of Vacancies	Age Limit*
1	Section Officer	01 OH – (OA,OL,BL)	35 years

*Age as on 1st July, 2017

(Age Relaxation will be allowed as per the guidelines of University of Delhi/UGC)

SECTION OFFICER

01 [Orthopedically Handicapped (OH)]
 Pay Band-2, Rs. 9300 - 34800 + Grade Pay of Rs. 4600/-

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks and Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent Discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.

2. Minimum 6 Years of Administrative Experience.

Desirable:

Preference will be given to candidates holding professional qualification like CA(Inter) / ICWA (Inter)/ MBA (Finance).

Note:

1. The initial posting of the selected incumbent shall be in the Accounts Department of the College, hence he/she is required to justify the profile of Accountant through his/her knowledge and experience in the same field at the supervisory level of any Central/State Government University/ Government Department/Ministry/P.S.U. or reputed commercial establishment.
2. The incumbent is expected to work under the close supervision of Administrative Officer. He/She should possess an aptitude for drafting / noting in English, Office Procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational Administration / Examinations / House Keeping / Establishment / HR / Legal / Purchase / Accounts & Finance / Project Management / Public Relations.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test.

General Note (for all):

1. The upper age-limit as prescribed for direct recruits in the Schedule shall not be insisted upon in case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in Delhi University.
2. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable upto a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/ University/ affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
3. The upper age-limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Physically Challenged Category in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by Delhi University.
4. Applications on the prescribed format available on www.jmc.ac.in must reach the Principal, Jesus and Mary College, Chanakyapuri, New Delhi-110021 on or before **11.09.2017 (Monday)** complete in all respect with self attested copies of certificates, mark sheets, testimonials etc.
5. The sealed envelope must be superscribed as the “Application for the post of Section Officer” which shall also contain a self-addressed envelope and must be sent only by post/courier. Applications will not be accepted by hand.

1. Applicants who are already in service must apply “through proper channel” alongwith No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer.
2. Incomplete applications, documents will be rejected.
3. The College reserves its right not to fill the post advertised.
4. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be shortlisted further.
5. No TA/DA shall be paid to any candidate for appearing in written test etc.
- 6. List of eligible candidates and the date of written test will be published on the college website (www.jmc.ac.in) after the scrutiny of applications. Applicants are advised to check the college website for the same.**

Date of Advt: 19.08.2017 in Employment News

Date of Publish on Website (JMC) :- 19.08.2017

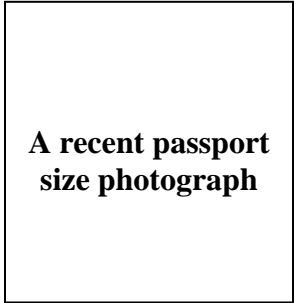
Officiating Principal

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Application no. _____ (to be filled in by the office)

APPLICATION FORM

Application for the Post of Section Officer (OH Category)



1. Full Name of the Applicant _____

2. Father's/Husband's Name _____

3. Marital Status _____

4. Gender _____

5. Date of Birth (in words) _____ Age as on 1st July 2017

DD	MM	YY

Years	Months	Days

6. Whether seeking for age relaxation (Yes/No) _____
& How many years _____

7. Present Address _____

8. Permanent Address _____

20. Experience:-

Name of Employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work
		From	To		

21. Have you ever been _____
Discharged/suspended from any position? If Yes, state reason.

22. Aadhar Number _____

23. PAN _____

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that Jesus & Mary College has a policy against sexual harassment and is committed to providing an environment free from discrimination and harassment. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated at any time without any notice/compensation.

Date : _____

Signature of Applicant: _____

Place: _____

Name of the Applicant: _____

(Note: The Applicant may attach his/her Resume/Bio data along with this)

List of Enclosures: -(Please attach, copies of certificates, Sanction Orders, Papers etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

