RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI : 110015.
(UNIVERSITY OF DELHI)

RC/RG/152/2018/

Date: 30.01.2018

NOTICE

Applications are invited on the prescribed application form from the eligible candidates for the following posts of Non-Teaching Staff. The applications giving full particulars together with self-attested copies of the certificates with a fee of Rs. 250/- for General/OBC Candidates and Rs. 100/- for SC/ST/Pwd candidates in the form of Demand Draft drawn in favour of the Principal, Rajdhani College, payable at Delhi, should reach the Principal, Rajdhani College, Raja Garden, New Delhi-110015 by 24.02.2018 or within two weeks from the date of publication of the advertisement in Employment Newspaper, whichever is later. There is no fee for the women candidates. The application may be obtained in person from the office or may be downloaded from the College website rajdhanicollege.ac.in. Please visit the college website for further details:

S. No	Name of the Post	UR	OBC	SC	ST	PwD	Upper Age limit	Essential Qualification	Pay Band	Grade Pay (Rs.)
1	Senior Assistant	-	-	-		01-VH*	30 Years	1. Graduate/ Post Graduate with minimum 50% marks with working knowledge of computers, and Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or Graduate Degree with minimum 50% marks in Computer Application/ Office Management / Secretarial Practice / Financial Management / Accounts. 2. Minimum 04 years of Administrative exp.	PB-2: 9300-34800	4200 (Pre-revised)
2	Assistant	-	-	-	-	01-OH	30 Years	1. Graduate with minimum 50% marks with working knowledge of computers, and Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or Graduate Degree with minimum 50% marks in Computer Application/ Office Management / Secretarial Practice / Financial Management / Accounts. 2. Minimum 02 years of Administrative exp.	PB-1: 5200-20200	2400 (Pre-revised)
3	Professional Assistant	01	-	-	-	-	35 Years	1. M.Lib.Sc./M.L.I.Sc. with minimum 50% marks or other Master degree with minimum 50% marks and B.Lib. Sc./B.L.I.Sc. with 50% marks. 2. Computers Science Paper at Graduate/PG level or six months Computer Science Course from a recognized institution.	PB-2: 9300-34800	4200 (Pre-revised)
4	Semi Professional Assistant	01	-	-	-	-	35 Years	1. Graduate 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.	PB-1: 5200-20200	2800 (Pre-revised)
5	Sr. Technical Assistant (Computer)	01+ 01*	-	-	-	-	35 Years	MCA or M.Sc. (Computer Science/IT) or B.Tech/ B.E./ (Computer Science/ Information Technology / ECE) or Equivalent degree with one year experience in relevant area.	PB-2: 9300-34800	4200 (Pre-revised)

*Subject to approval of the UGC.

UR-Unreserved, OBC-Other Backward Classes, SC- Schedule Caste, ST- Schedule Tribe, PWD- Persons with Disability, OH- Orthopedically Handicapped, VH- Visually Handicapped.

Educational qualifications, Terms & conditions and other details are available on the College web-site www.rajdhanicollege.ac.in".

Dr. Rajesh Giri
Offg. Principal

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Sl No.	Name of Post	Age Limit	Nature of Post	Qualifications
1.	Sr. Assistant 01*-VH Pay Band- II Rs.9300-34800 with grade pay 4200 (Pre-revised) * Subject to approval of the UGC.	30 Years	Permanent	**Essential** 1. 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 06 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 4 years of Administrative Experience. **Note:** All the candidate will be required to appear in written test as under.

	Written Test	**Max.Time**	**Max Marks**	**Test Details:**
	Objective Type General Awareness (150 question) Paper-1	02 Hours	300 marks*	Paper-1

Test component	No. of Ques.	Marks
1 General Awareness	30	60
3 Reasoning Ability	40	80
4 Mathematical Ability	40	80
5 Test of Language (English or Hindi)	40	80
Total	**150**	**300**

	Descriptive type paper-II	02 Hours	200 marks*	Paper-II

Topic	Marks allocated
Descriptive Type	200
Total	**200**

-2.

	Total Marks (300+200=500)		500 marks	*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.
2.	Assistant 01- OH Pay Band-I Rs.5200-20200 with grade pay 2400 (Pre-revised)	30 Years	Permanent	**Essential** 1. Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma/Certificate of minimum 06 months duration in Computer Application/ Office management/Secretarial Practice/ Financial Management/ Accounts or equivalent discipline. Or Graduate Degree in in Computer Application/ Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University. 2. Minimum 2 years of Administrative Experience. **Note:** All the candidate will be required to appear in written test as under.
	Written Test	**Max. Time**	**Max Marks**	**Test Details:**
	Objective Type General Awareness etc (150 question)	02 Hours	300 marks*	Paper-1 Test component / No. of Ques. / Marks 1 General Awareness 30 60 3 Reasoning Ability 40 80 4 Mathematical Ability 40 80 5 Test of Language English or Hindi 40 80 **Total 150 300**
	Descriptive type	03 Hours	150 marks*	Paper-II Topic / Marks allocated Descriptive Type 150 **Total 150**
	Total Marks (300+150= 450)		450 marks	*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.
3.	Professional Assistant 01-Unreserved Pay Band-II Rs 9300-34800 with grade pay Rs 4200. (Pre-revised)	35 Years	Permanent	**Essential** 1. 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% marks and B.Lib. Sc./B.L.I.Sc. with 50% marks. 2. Computers Science Paper at Graduate/PG level or six months Computer Science Course from a recognized institution. Note: All the candidate will be required to appear in written test as under.
	Written Test	**Max. Time**	**Max Marks**	**Test Details:**

	Objective Type: Library Aptitude, General Awareness etc.(150 question)	02 Hours*	300marks (150question)	Paper-1 Test component No. of Ques. Marks 1 Library Aptitude 50 100 2 General Awareness 25 50 3 Reasoning Ability 25 50 4 Mathematical Ability 25 50 5 Test of Language English or Hindi 25 50 Total 150 300
	Descriptive type: Library system etc.	03 Hours*	150 marks	Paper-II Topic Marks allocated 1 Knowledge and application of Library and Information Science Procedures, rules & Regulations. Section 1-MCQ 100 marks(50 Q) 2 Knowledge of Computers With Special reference to knowledge of Library software Packages of Word processing, Data Analysis Packages. Section 2-Descr. 50 marks(5Ques)
	Skill Test:	01 Hours	The test will be 50 marks. To qualify, the candidate should obtain 25 marks. This will however, be only qualifying in nature.	The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. The skill test shall be conducted in a manner to check the practical knowledge of the candidate. The candidates may be tested for his/her skills in: 1 Search in electronic data bases (online). 2 Knowledge of specialized, open source application software for libraries like Digital Library Software etc. 3 Knowledge of any Indian/Foreign languages by the candidate from the list given below: Arabic, Persian, Urdu, sindhi, Tamil, Telugu, Malayalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.
	Total Marks (300+150= 450)		450 marks	*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.
4.	Semi Professional Assistant 01-Unreserved PB-1 Rs. 5200-20200 with grade pay Rs. 2800 (Pre-revised)	35 Years	Permanent	**Essential:** 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. Note: All the candidate will be required to appear in written test as under.
	Written Test	**Max. Time**	**Max Marks**	**Test Details:**
	Objective Type: Library Aptitude, General Awareness etc.(150 question)	02 Hours*	300 marks (150question)	Paper-1 Test component No. of Ques. Marks 1 Library Aptitude 50 100 2 General Awareness 25 50 3 Reasoning Ability 25 50 4 Mathematical Ability 25 50

				5 Test of Language English or Hindi	25	50
				Total	**150**	**300**

		Max.Time	Max Marks	Test Details:
	Descriptive type: Library operations etc.	03 Hours*	150 marks	Paper-II

Paper-II

Topic	Marks allocated
1)Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1-MCQ 100 marks(50 Q)
2) Knowledge of Computers With Special reference to knowledge of Library software Packages of Word processing, Data Analysis Packages.	Section 2-Despt. 50 marks (5Ques)

Total Marks (300+150= 450)		450 marks	*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

5.	**Sr. Technical Assistant (Computer)** 01+01*-UR * Subject to approval of the UGC. Pay Band- II Rs. 9300-34800 with grade pay Rs. 4200 (Pre-revised)	35 Years	Permanent	**Essential:** 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. **Note:** All the direct recruits will be required to appear in a written /skill test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidate in the written/skill test as under.

Written Test	**Max.Time**	**Max Marks**	**Test Details:**
Objective Type: Test of General science & Awareness, Level Post - Graduate (150 question)	02 Hours*	300marks (150question)	Paper-1

Paper-1

Test component	No. of Ques.	Marks
1 General Science	60	120
2 General Awareness	20	40
3 Reasoning Ability	20	40
4 Mathematical Ability	30	60
5 Test of Language English or Hindi	20	40
Total	**150**	**300**

Descriptive type: Subject specific laboratory based practical questions	03 Hours*	150 marks	Paper-II

Paper-II

Topic	Marks allocated
1 Subject specific laboratory Based practical questions.	Section 1-MCQ 100 marks(50 Q)
2 Knowledge of Computers With Special reference to knowledge of Word processing data analysis Packages.	Section 2-Despt. 50 marks (5Ques)

Skill Test:	01 Hours	The test will be 50 marks. To qualify, the candidate should obtain 30 marks. This will however, be	Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned Department under the direct supervision of HOD/Dean of concerned faculty/Principal of the college. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling

		only qualifying in nature.	various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.
Total Marks(300+150= 450)		450 marks	*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

UR-Unreserved, OBC-Other Backward Classes, SC- Schedule Caste, ST- Schedule Tribe, PWD- Persons with Disability, OH- Orthopedically Handicapped, VH- Visually Handicapped.

Note: Pay Scale as per 6th Pay Commission.

Note:

1 The age relaxation to reserved categories as per rules.

2 Candidates are required to specify category and also attach documentary proof with application.

3 The candidates applying under PWD category must specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.

4 The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by 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.

5 The upper age limit and minimum educational qualification for the post shall be determined as on the last date for submitting Application form.

6 The candidates already in service must apply through proper channel.

7 The college reserves the right to change the nature/ or number or post and not to fill up or all the post(s) advertised.

8 Separate application have to be submitted for each post.

9 Merely fulfilling the minimum eligibility conditions does not entitle the candidates to be called for interview.

10 No application shall be entertained through Email/fax.

11 The application received incomplete/or after due date will be summarily rejected.

12 Any Addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

13 The question paper will be bilingual (English and Hindi) and the application will have the option to respond in either of the Languages. However, the same medium of language must be used throughout.

14 The questions in the written test will be of the level of the examination which is defined as the minimum eligibility for the Respective post.

15 The minimum qualifying marks for written test will be 45%for the unreserved posts and 40% for the posts reserved for OBC Category and 35% for the posts reserved for SC/ST/PWD category.

16 There shall be negative marking for wrong answers in Paper to the tune of 1/4th of marks allocated per question.

17. Merit shall be drawn only for candidates who qualify paper I, Paper-II and the skill test separately . The merit shall be drawn on the basis of combined scores of Paper I and Paper II only.

Dr. Rajesh Giri
OIC Offg. Principal   30/1/2018

RAJDHANI COLLEGE
(University of Delhi)
RAJA GARDEN, NEW DELHI-110015.
Application Form for Non-Teaching Post

Please affix/paste passport size photo here

Application form for the post of -...........................

Fee Details

Amount	D.D. No.	Date	Bank

Personal Data

1.	Name	
2.	Mother's Name	
3.	Father's Name	
4.	E-mail	
5.	Mobile	
6.	Date of Birth	
7.	Sex	
8.	Category (UR/OBC/SC/ST/PwD)	
9.	If belongs to PWD, please mention your category and Percentage of Disability	
10.	Local Address	
11.	Permanent Address	
12.	Nationality	
13.	Marital Status	
14.	Religion	

Education Qualifications

Exam Passed	University/Board	Institution	Year of Passing	Percentage

Page No. 1

Professional Qualifications

Exam Passed	University/Board	Institution	Year of Passing	Percentage

Work Experience

Organization	Designation	Whether Permanent/Contractual	From	To	Salary	Grade Pay

Additional Information

Typing (English)	Typing (Hindi)	Shorthand (English)	Shorthand (Hindi)	Computer (W,E,P,eM, Brow)

I declare that the statements made and documents enclosed with the application form are true to the best of my knowledge and belief. I understand that 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.

Place:

Date:

(Signature of the Applicant)

ENDORSEMENT FROM EMPLOYER

(For Applicant in Employment)

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

Date: Signature of Head of organization/department

(With seal)

RAJDHANI COLLEGE
(University of Delhi)
RAJA GARDEN, NEW DELHI-110015.

Admit Card

(To be filled by the Office)

Roll No. :

Name of the Centre: Rajdhani College

Date & Time of Examination:

....

(To be filled by the Candidate)

Name:

Mother's Name:

Father's Name:

E-mail:

Mobile:

Date of Birth:

Sex:

Category:

Address:

Signature of Applicant

Signature of Principal