



P.G.D.A.V. College (Eve.)

(University of Delhi)

Nehru Nagar, New Delhi – 110065

Phone: 29845214, Website: www.pgdaveve.in

Advt. No. NT/Jan.,2018

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Online applications are invited in the prescribed format for the following posts on permanent basis in the pay band plus grade pay as per VIth pay commission.

The last date for receipt of application is 15.02.2018 (Thursday) or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.

| S. No. | Name of the Post | Total | UR | OBC | SC | ST | PwD | Max. Age | Pay Band | Grade Pay |
|--------|---------------------------------------|-----------------|----|-----|----|----|------------|----------|----------|-----------|
| 1 | Administrative Officer | 02 [#] | 02 | -- | -- | -- | -- | 35 | PB-3 | 5400 |
| 2 | Librarian | 01 | 01 | -- | -- | -- | 01-VH (LV) | -- | PB-3 | 6000 |
| 3 | Sr. Technical Assistant (Computers) | 01 | 01 | -- | -- | -- | 01-HH | 35 | PB-2 | 4200 |
| 4 | Semi Professional Assistant (Library) | 01 | 01 | -- | -- | -- | -- | 35 | PB-1 | 2800 |
| 5 | Assistant | 03 | 03 | -- | -- | -- | -- | 30 | PB-1 | 2400 |
| 6 | Junior Assistant | 04 | 02 | 01 | -- | -- | 01-OH | 27 | PB-1 | 1900 |

[#] Out of the two posts of Administrative Officer, one post will be filled up on deputation basis.

VH (LV), HH & OH stand for Visually Handicapped (Low Vision), Hearing Handicapped & Orthopedically Handicapped respectively. Candidates applying under PwD category must have disability of at least 40%. PwD candidate of any category, i.e. UR/SC/ST/OBC may apply.

- Only offline applications will be accepted for the post of Librarian [VH (LV)].
- Candidates for the posts of Junior Assistant (OH) and Senior Technical Assistant (Computers) (HH) may apply either online or offline.

Offline application forms for PwD candidates to apply for the post of Librarian [reserved for VH (LV) category], Senior Technical Assistant (Computers) (reserved for HH category) and Junior Assistant (reserved for OH) are available on the college website.

The candidates are instructed to read carefully the eligibility criteria along with the General instructions to fill the online application form. The schedule of written test(s) will be uploaded on the College website.

Link for filling in the Online Application Form is given on the last page of this advertisement.

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

Sd/-
(Dr. R.K. Gupta)
Principal

ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

1. ADMINISTRATIVE OFFICER (PB-3) 15600-39100 + 5400 G.P.

Total Post: 02 (Out of two posts, one post will be filled on deputation basis)

Essential:

Good academic record plus Masters' degree with at least 55 % of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable:

- a) At least three year experience in supervisory or equivalent cadre in a Group B post in a government department / University / Educational or Research Institution / Teaching and / or Research experience along with proven administrative capabilities.
- b) LL.B or MBA or CA / ICWA or MCA or M.Phil / Ph.D qualification.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

----- ONE POST ON DEPUTATION BASIS -----

Essential: Officer holding analogous post / Section Officer / Private Secretary / Senior Personal Assistant or equivalent in PB-2 (Rs.9300-34800) with Grade Pay of Rs. 4600/- or above as per 6th pay commission (pre-revised scale of Rs. 6500-10500/-) with at least 3 years of regular service in the cadre and having the requisite experience and qualification for the post.

Note: The deputationist shall have no right for absorption on the post. The selection will be made after taking into consideration the ACR / APAR of the last three years and performance in the written test / interview. The period of deputation shall be initially for one year in the Pay Band-3 (Rs. 15600-39100) plus Grade Pay of Rs. 5400/-. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of online submission of applications i.e. 15.02.2018.

The latest terms & conditions of deputation as stipulated by the DoPT will be applicable to the extent adopted / ratified by the University of Delhi.

Certificate to be recorded by the Head of Office / Controlling Officer while forwarding the Hard copy after online submission:

- Certificate that the particulars given by the applicant are true and have been verified from service records.
- The applicant, if selected, will be relieved within a reasonable time.
- Attested copies of the ACR / APAR (or grading) for the last three years enclosed or being forwarded.
- No disciplinary / vigilance case is either pending or is being contemplated against the official. No major / minor penalty is in force or imposed against the official.
- The department shall not ask for pre-mature repatriation of the officer during his / her deputation term.
- Recommendation, if any.

**2. LIBRARIAN (PB-3) 15600 – 39100 + 6000 A.G.P. (Reserved for VH (LV) category only)
Total Post: 01**

Essential:

- a) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- b) Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

Note:

- I. The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian / College Librarian.

Provided further, the award of degree to candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian / College Librarian subject to the fulfillment of the following conditions:-

- a. Ph.D. degree of the candidate awarded in regular mode only;
- b. Evaluation of the Ph.D. thesis by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate had been conducted;
- d. Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
- e. Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).

- II. A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

**3. SR. TECHNICAL ASSISTANT (COMPUTERS) (Reserved for HH category)
(PB-2) 9300 – 34800 + 4200 G.P. Total Post: 01**

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.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

4. SEMI PROFESSIONAL ASSISTANT (SPA) (PB-1) 5200 – 20200 + 2800 G.P.

Total Post: 01

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.
- c) Course in Computer Applications at Graduate or PG Level or 6 months Computer course from a recognized institution.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

5. ASSISTANT (PB-1) 5200 – 20200 + 2400 G.P. Total Post: 03

Essential:

- a) A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline

Or

Graduate Degree in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University

- b) Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

6. JUNIOR ASSISTANT (PB-1) 5200 – 20200 + 1900 G.P.

(One post is reserved for OH category)

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, and Diploma / Certificate of minimum 6 months duration in Computer Applications / Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline.

Or

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

- b) Computer typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The earlier advertisements published in the leading newspapers and Employment News in the years 2014 and 2017 regarding filling up the vacant posts of the non-teaching staff may be treated as 'cancelled' and 'null & void' respectively. Those who had already applied in response to the earlier advertisements may apply afresh.
2. 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 (except Administrative Officer & Librarian) shall be based on performance of the candidates in the written test / skill test / practical test, etc.

3. 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 from time to time.
4. 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 in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
5. All rules and regulations / orders on relaxation for PwD candidates in qualification, eligibility, age, etc. as issued by the Government of India and adopted by the University of Delhi will be followed by the college.
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 college.
7. The upper age-limit prescribed for direct recruits shall also be relaxable 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 relaxable in respect of persons who are already working on contract / daily wages / ad hoc 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 online / offline submission of applications, i.e. 15.02.2018.
10. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application i.e. 15.02.2018.
11. Relaxation in the required minimum qualifications for all the advertised posts shall be provided as per rules framed by the University of Delhi.
12. 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.
13. **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.**
14. If a candidate is applying for more than one post, a separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
15. Candidates serving in any Government / Public Sector Undertakings are required to send their applications through proper channel.

16. 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.
17. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
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. Any consequential vacancies arising at the time of selection may also be filled from the available candidates who have applied against this advertisement.
19. All expenses for appearing in written test/s, practical or skill test (if any) or for interview (wherever applicable) shall be borne by the candidates themselves. No TA / DA shall be paid.
20. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
21. 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.
22. 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.
23. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of information / documents submitted by the candidates duly self-attested. In case the information / documents are found to be false / incorrect by way of omission or commission, the liability for the same shall rest solely with the candidate.
24. The eligible and interested persons are required to apply on-line (except applications for the post(s) reserved for PwD category) through the prescribed link given below by Thursday, 15.02.2018 till 11:59:59 PM. Applications other than on-line mode (except applications for the post(s) reserved for PwD category), will not be accepted.

The submission of hard copy of the online application form duly signed by the applicant along with one passport size photograph affixed thereon and self-attested copies of the certificates / degrees, date of birth, experience, caste / category etc. as proof of having acquired the minimum educational/technical qualification and eligibility is **mandatory** to the following address by **Saturday, 17.02.2018 till 8:00 PM**. Candidate may keep the copy of his/her form for future reference.

The Principal
P.G.D.A.V. College (Evening)
Nehru Nagar,
New Delhi – 110065

The envelope containing all the above documents should be super scribed as “**Application for the Post of _____ (write the name of the post) and Registration No. _____ (as generated on the online application form)**”.

25. Application fee should be submitted through online mode only as per the details given below:-

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

26. Admit Card will not be sent by post. Admit Card has to be downloaded by the candidate from the college website for appearing in the written examination.
27. In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.

Sd/-
(Dr. R.K. Gupta)
Principal

Please click on the link below to apply online:

<http://www.pgdavevecollege.in>