



# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय  
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 ( इंडिया )

## Ram Lal Anand College

University of Delhi

Benito Juarez Road, New Delhi-110021 (India)

Tel. No. : 011-24112557

Fax : 24112151

E-mail : rlac.du@gmail.com

rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

Advt No. RLAC/ENT/2021/01

Dated: 23.12.2021

Applications are invited for the following permanent Non-Teaching posts in the Pay Level as per 7<sup>th</sup> CPC mentioned below with usual allowances permissible under the University of Delhi/UGC rules.

| Name of the Post                      | Pay Level | No. of Posts | UR | SC | ST | OBC | PwBD      | EWS | Max. Age |
|---------------------------------------|-----------|--------------|----|----|----|-----|-----------|-----|----------|
| Administrative Officer                | 10        | 01           | -  | -  | -  | -   | 01(MI)    | -   | 35       |
| Senior Technical Assistant (Computer) | 6         | 01           | -  | -  | -  | -   | 01-VI(LV) | -   | 30       |
| Senior Assistant                      | 6         | 01           | 01 | -  | -  | -   | -         | -   | 30       |
| Assistant                             | 4         | 05           | 04 | 01 | -  | -   | -         | -   | 30       |
| Laboratory Assistant (Microbiology)   | 4         | 01           | 01 | -  | -  | -   | -         | -   | 30       |
| Junior Assistant                      | 2         | 07           | 01 | 01 | -  | 03  | 01(HI)    | 01  | 27       |
| Library Attendant                     | 1         | 11           | 06 | -  | -  | 03  | 01(LD)    | 01  | 30       |
| Laboratory Attendant                  | 1         | 05           | 02 | -  | -  | 02  | -         | 01  | 30       |

**Abbreviations:** UR- Unreserved, SC- Scheduled Caste, OBC- Other Backward Class, PwBD- Persons with Benchmark Disabilities, EWS- Economically Weaker Sections, MI- Mental Illness, VI(LV)- Visual Impairment (Low Vision), HI- Hearing Impairment, LD - Locomotor Disabilities.

### Note:

1. The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi (DU).
2. Candidates fulfilling the eligibility criteria are required to fill the online Application Form available on the college website <http://www.rlacollege.edu.in> Only PwBD candidates will have the option to fill the form offline as well as online which is available on the college website.



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3. The number of 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. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.

The last date of submission of online application form is **24.01.2022 till 11:59:59 p.m.** for this advertisement.

The link for filling up of online applications by the candidates is <http://rlacdu.collegepost.in/> which will be activated w.e.f. **30.12.2021**.

For qualification and other details, please visit the college website [www.rlacollege.edu.in](http://www.rlacollege.edu.in)

Any addendum/dedendum/corrigendum shall be posted on the college website only.

  
**Principal**  
Ram Lal Anand College  
(University of Delhi)  
Benito Juarez Road,  
New Delhi - 110021  
*dv*



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### GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview (if applicable). The selection shall be based on the performance of the candidate in the written test/skill test and interview (if applicable).
2. The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.
3. College reserves the right to conduct written test for all the posts.
4. 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/U.G.C. from time to time.
5. Selection for the above posts shall be based on performance of the candidates in the written test/typing test etc. As per Delhi University notification No. CS-III/149/Circular/2016/1285 dated 01.01.2017 (Discontinuation of interview for recruitment at all the junior level posts for non-gazetted posts of Group-B, Group-C, and Group-D in the University and its colleges/institutions.
6. The upper age-limit as prescribed for direct recruitment shall be relaxed in case of candidates belonging to the reserved categories (SC, ST, OBC, PwBD & Ex-servicemen) in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/College(s). The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its college(s) provided they have put in at least one year of service. (The relaxation will be subject to other rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served). This is a one-time exemption available to those who have put in at least one year of service. No relaxation for outsource personnel.
8. The upper age-limit prescribed for direct recruits shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered at least three years regular service in organization(s) under Government/Departments/Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges/Public Sector Undertakings.



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9. The upper age limit for the posts advertised shall be determined as on the date of the publication of advertisement, i.e. **28.12.2021**.

10.

| Category                | Fee                            |
|-------------------------|--------------------------------|
| UR/OBC/EWS candidates   | ₹ 500/- (for each application) |
| SC/ST candidates        | ₹ 250/- (for each application) |
| PwBD & Women Candidates | Nil                            |

11. Candidate belonging to SC/ST/OBC/PwBD/EWS categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence services should submit a certificate from a competent authority that they will be relieved from defence services.

12. All the documents to be uploaded while filling up the online application form shall be self-attested.

13. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on closing date of submission of application, i.e. **24.01.2022**.

14. 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.

15. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel. No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.

16. The candidate or/and writer will have to execute an undertaking at the Examination Center, providing information in respect of the writer (maximum qualification, etc before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.

17. Applications which do not meet the criteria given in this advertisement and/or incomplete are liable to summarily rejected.



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18. 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.
19. The number of 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.
20. 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](http://www.persmin.nic.in). Only such persons would be eligible for reservation in services/posts under VH/HI/LD- Locomotor Disability including Cerebral Palsy, Leprosy Cure, Dwarfism, Acid attack victims and muscular dystrophy categories who suffer from not less than 40% of disability.
21. Candidates called for written/skill test shall do so at their own expenses. No. TA/DA shall be paid.
22. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/interview. Only short-listed candidates will be called for written test/skill test. The panel can be drawn for future vacancies which may arise in next one year.
23. No application shall be entertained through Email/Fax.
24. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
25. Admit Cards will not be sent by Post (except for PwBD candidates). Every eligible candidate may download his/her Admit Card having Roll No. of candidate for appearing in the written examination from the college website ([www.rlacollege.edu.in](http://www.rlacollege.edu.in)).
26. A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
27. The College shall not be responsible for any delay/loss of Admit Card/Application/Documents due to postal in case of PwBD candidates or technical reasons.
28. Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
29. 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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30. 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.
31. **Please note that all future correspondence regarding the date of written examination/s, Skill test etc shall be uploaded on the college website only or/and sent to the email ID provided by the candidates. Candidates should ensure that the email ID 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.**
32. The eligible and interested persons are required to apply on-line on the college website **www.rlacollege.edu.in**. **Applications other than on-line mode will not be accepted except in case of PwBD candidates.**
33. In order to avoid last minute rush, the candidates are advised to apply early enough. The college will not be responsible for any network problem or any other such type of problem.
34. Candidates from PwBD category can send their Application through offline mode as well to the Principal, Ram Lal Anand College, Benito Juarez Road (Anand Niketan), New Delhi-110021 latest by **24.01.2022 by 5:00 pm by SPEED POST and the hard copies should be super scribed as "APPLICATION FOR THE POST OF \_\_\_\_\_"**. Application form is available on College website.
35. **In case of any query/issue, please send a mail at [rlarecruitment2021@gmail.com](mailto:rlarecruitment2021@gmail.com) or call 9311428218 between 10 am to 5 pm on working days.**

  
**Principal**  
Ram Lal Anand College  
(University of Delhi)  
Benito Juarez Road,  
New Delhi - 110021  




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### QUALIFICATIONS FOR NON-TEACHING POSTS

#### ADMINISTRATIVE OFFICER

##### **Essential Qualification:**

1. Good academic record with Masters' degree with at least 55% of marks or equivalent grade of B in the UGC seven point scale.

##### **Desirable:**

1. At least 03 years of 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.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

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

#### SENIOR TECHNICAL ASSISTANT (COMPUTER)

##### **Essential Qualification:**

1. B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications  
OR  
M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

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



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### SENIOR ASSISTANT

#### **Essential Qualification:**

1. Graduate or Post Graduate with minimum from a recognized University in any discipline with working knowledge of computers

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

### ASSISTANT

#### **Essential Qualification:**

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

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

### LABORATORY ASSISTANT (MICROBIOLOGY)

#### **Essential Qualification:**

1. Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject.

OR

Graduate with relevant subject.

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

### JUNIOR ASSISTANT

#### **Essential Qualification:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board /University /Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

**Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).



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### LIBRARY ATTENDANT

#### **Essential Qualification:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

#### **Desirable:**

1. Computer as a subject at Secondary level or Basic course in Computers from any Institution.

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

### LABORATORY ATTENDANT

#### **Essential Qualification:**

1. Should have passed Matriculation (10<sup>th</sup>) or equivalent examination with science subjects from recognised Board.

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

### **NOTE:**

- The Scheme of Examination will be as per Delhi University rules and guidelines.
- Last Date of filling of Online Applications is **24.01.2022**.

**APPLICATION FORM FOR PwBD CANDIDATES**

**RAM LAL ANAND COLLEGE  
UNIVERSITY OF DELHI  
NEW DELHI-110021  
Website: [www.rlacollege.edu.in](http://www.rlacollege.edu.in)**

**Form No.**  
\_\_\_\_\_

Paste Passport  
Sized Photograph

**Application for the Post of** \_\_\_\_\_

1. Name (**IN BLOCK LETTERS**): \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
3. (i) Date of Birth (in figures): \_\_\_\_\_  
(ii) Age: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days (as on -----)
4. (i) Nationality \_\_\_\_\_ (ii) Gender: \_\_\_\_\_ (iii) Marital Status \_\_\_\_\_
5. (a) Post held if any at the time of sending the application, date of appointment  
(whether permanent, on contract etc.) \_\_\_\_\_  
(b) Name of employing authority \_\_\_\_\_
6. Category (Scheduled Caste/Scheduled Tribe/ OBC/PwBD) \_\_\_\_\_ (Please attach certificate)
7. Type & percentage of disability \_\_\_\_\_
- 8.

| Postal Address | Permanent Address |
|----------------|-------------------|
|                |                   |

9. Email ID \_\_\_\_\_

10. Mobile Number \_\_\_\_\_

11. Academic Qualifications

| Examination                | Year | Subjects | Division | % of marks obtained | School/College attended | Name of Board/ University |
|----------------------------|------|----------|----------|---------------------|-------------------------|---------------------------|
|                            |      |          |          |                     |                         |                           |
|                            |      |          |          |                     |                         |                           |
|                            |      |          |          |                     |                         |                           |
|                            |      |          |          |                     |                         |                           |
| Other Distinctions, if any |      |          |          |                     |                         |                           |

12. Technical Qualification \_\_\_\_\_
13. Computer Knowledge, if any \_\_\_\_\_
14. Typing Speed \_\_\_\_\_ w.p.m.
15. Experience

| Name of the Institution/<br>Organization | Designation & Scale of Pay | Working Period | Remarks |
|--|----------------------------|----------------|---------|
|  |                            |                |         |
|  |                            |                |         |
|  |                            |                |         |
|  |                            |                |         |
|  |                            |                |         |

**Note:**

- (i) Self-attested copies of certificates, mark-sheets etc should be attached with the application and the originals must be produced at the time of joining, if selected.
- (ii) Except where otherwise indicated, applicants appearing for test/skill test shall do so at their own expense.
- (iii) Applicants who are in employment should send their application through proper channel.

**Declaration:**

I declare that all the statement made in this application are true to the best of my knowledge and belief.

**(Signature of Applicant)**

16. Forwarded with the remarks that the facts stated in the above have been verified and found correct and this institution/organization has no objection to the candidature of the applicant being considered for the post.

**Designation** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

**Head of the Institution/Organization  
(with seal)**

**Dated** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

17. List of Enclosures (Please indicate total number of enclosures):

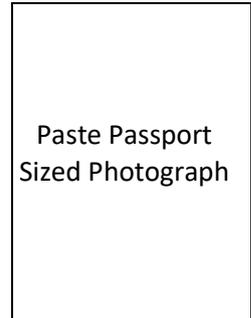
- 1.
- 2.
- 3.
- 4.

**RAM LAL ANAND COLLEGE  
UNIVERSITY OF DELHI  
NEW DELHI-110021.**

**ADMIT CARD**

**Written test for the post of \_\_\_\_\_**  
(to be filled by the candidate)

|   |
|---|
| Roll No. ....   |
| Date of Examination .....   |
| Address of Centre : Ram Lal Anand College, Benito Juarez Road,<br>New Delhi-110021. |



(For Office Use)

**PARTICULARS OF CANDIDATE**

**Name of Candidate** : .....

**Father's Name** : .....

**Category** : .....

**Email ID** : .....

**Address of Candidate** : .....

.....

.....  
**Signature of Candidate**

.....  
**Signature of Principal**

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**INSTRUCTION TO CANDIDATE FOR APPEARING IN THE WRITTEN TEST**

1. On the basis of information supplied by you in the application form and the documents annexed with the application form, you are provisionally allowed to appear in the written test as per schedule. You are required to bring along an ID Card to establish your identity. Mere appearing in the written test does not constitute any offer for employment. Your candidature is provisional and if it is found, even after written test, that you are not eligible for the post applied for, your candidature would be cancelled.
2. The candidate or/and writer will have to execute an undertaking at the Examination Center, providing information in respect of writer (maximum qualification ,etc before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.
3. Reporting time at examination centre will be half an hour before the commencement of examination. Last entry in the examination centre is 10 minutes prior to commencement of examination.
4. Watches, calculators, Mobile Phones, Log Tables, Electronic Gadgets with or without built-in calculators, blank or printer paper, written chits etc are not allowed in the examination hall. Even possession of such items will be treated as unfair means.
5. No candidate will be allowed to leave the examination hall without handing over his Question Booklet and Answer Sheet copy to the invigilator on duty.
6. Candidate should read the instruction given on Question Booklet as well as Answer Sheet very carefully before giving answer.
7. The candidate has to show his Admit Card to the invigilator and other college officials as and when required.
8. Candidate with Admit Card or with Admit Card having disfigured, spoiled or distorted photograph shall not be allowed to appear for the examination.
9. If a candidate is found using any unfair means, his/her result will be cancelled and he/she may also be Disqualified in addition to other legal action.
10. 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 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.
11. Candidature should regularly check the college website [www.rlacollege.edu.in](http://www.rlacollege.edu.in) for further information updation.