



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DEIHI-II0096

Date: - Feb. 10th, 2015

Maharaja Agrasen College invites application from exceptionally talented and motivated candidates for the following posts in the prescribed format purely on contractual basis.

S. No.	Name of Post	Remuneration per month
1.	System & Network Administrator	Rs. 35,000/-
2.	Junior Assistant	Rs.13,200/- (Consolidated)
3.	Technical Assistant	Rs. 15,000/-

1. Essential Qualification for System & Network Administrator:-

MCA/B.E./M.Sc/M.Tech (Informatics) or equivalent in Computer Science or related discipline from a recognized University and at least one year experience of System & Network Administration in an organization for general domain system administration with user accounts management, network administration, security administration web-server and data base administration. Webhosting/web solutions by using latest tools. Microsoft MCSA, Cisco CCNA, CISSP and/or any other equivalent certifications

Desirable: - Capability of usage of .NET, Oracle and Visual Basic.

Duties and Responsibilities of the System & Network Administrator:-Software Development, Web Designing, installation and maintenance of servers, desktops, security devices and other network components in a medium sized Windows Active Directory based domain, ensuring that the whole network works efficiently without any threat of viruses, security breaches or any other interruptions to the network. Other duties may include developing scripts, system related project management, backups of system and other important data, and should be able to provide all type of technical support to the college.

Consolidated Salary: - Rs. 35,000/-per month

2. Essential Qualification for Junior Assistant

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 Application / 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.

Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Type writing through Computers.

Age Limit: 27 Years

Consolidated Salary: - Rs. 13,200/-per month

3. Education qualification for Technical Assistant (Computers)

MCA or M.Sc. (Computer science/ IT) from a recognised 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.

Age Limit:- 30 years

Consolidated Salary: - Rs. 15,000/-per month

Last date to apply: - 2nd Mar., 2015

The appointment is for duration of 6 months which may be further extended.

Interested candidates may apply for the post on prescribed format and may attach the relevant documents, testimonials, certificates etc. and send the same along with the application fee to 'THE PRINCIPAL, MAHARAJA AGRASEN COLLEGE, Vasundhara Enclave, Delhi- 96'. The envelope must be super scribed as "Application for the post of.....' and must contain a self-addressed envelope.

Dr. Sunil Sondhi
Principal



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DEIHI-110096

Application No.....
(to be filled by the office)

Please
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passport
size

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.....

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:-

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

.....

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

.....

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

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

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

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

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

Total Experience

Name of the organization	Post held/Designation	Salary and other emoluments drawn	Period		Nature of Duties
			From	To	

6. Special interest if any:

.....

7. 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.

8. Any other information:

.....

.....

9. 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).

10. 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 below and declare that the statements made in the Application Form are true to the best of my knowledge and belief.

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 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. Incase 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.