



शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

(UNIVERSITY OF DELHI)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लेक्स के पास),

Vasundhara Enclave (Adjoining Chilla Sports Complex)

नई दिल्ली-110096

New Delhi-110096

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संदर्भ सं./Ref.No. SRCASW/.....

दिनांक/Date

Applications are invited for appointment on Short Term Contract basis for the following posts. The applicants need to apply on a plain paper giving all details such as Name, Address, Qualifications, Category, Date of Birth, Religion, Experience, contact number etc. The appointment shall be purely contractual basis on a consolidated salary as per rules of University of Delhi.

Temporary on Short Term Contract Basis.

S.No.	Name of the post	No.of Posts	Category				Age Limit
			ST	OBC	UR	PH	
1.	Programmer	One	-	-	-	1 (VH)	35 Years
2.	Sr. Personal Assistant	One	-	-	-	1 (OH)	35 Years
3.	Technical Assistant (Physics)	One	-	-	1	-	30 years
4.	Lab Assistant (Electronics, Mathematics, Food Technology & Biomedical Science)	Four	-	1	3	-	30 years
5.	MTS Laboratory	Three	2	-	-	1 (HH)	27 years
6.	MTS (Dafttri)	One	-	1	-	-	27 years

Qualifications Required

Programmer:

B.E./B.Tech in Computer Science Engineering or M.Sc.(Computer Science) or MCA with three years' experience in programming and Database management or Network administration in a research/ Educational Institute or commercial/service industry establishment of repute.

Note: All the shortlisted candidates may be required to appear in a written and/ or skill test to adjudge the basic knowledge as per the requirement of the post. The selection may be based on the performance of the candidates in the written test and /or interview as per decision of complement authority.

2. Senior Personal Assistant

1. **Bachelor Degree from recognized University.**
2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. **Skill Test Norms:** (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on Computer. (C) Computer Proficiency viz. typing Skill, word Processing, Spread sheet, Internet, E-mail Communication etc.

Desirable:

1. Degree/ Diploma in Computer Application/ Science. (2) Diploma in Office Management and Secretarial Practice. (3) Knowledge of Service rules applicable for Central Government establishments.
2. The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/she will keep the office free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He/She will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/She will exercise his skill in human relations and be cordial with the persons who come in the contact with his boss officially or who are helpful to his boss or who have dealing with the boss as professional persons.
3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

3. Technical Assistant

Graduate having studied physics at graduation level as one of the subject, with two years' experience in the relevant field

Or

Post Graduate degree in relevant subject (Physics).

4. Lab Assistant

Should have passed Senior Secondary (12) or equivalent examination with 50% of marks with Science Subjects or Graduate with relevant subject.

Desirable: Electronics and Mathematics: Senior Secondary with 60% and above in PCM.

: Food Technology & Biomedical Science: Senior Secondary with 60% and above in PCB

- If candidate if wants to appear for PCM and PCB both, has to give a separate application.

5.MTS Laboratory :

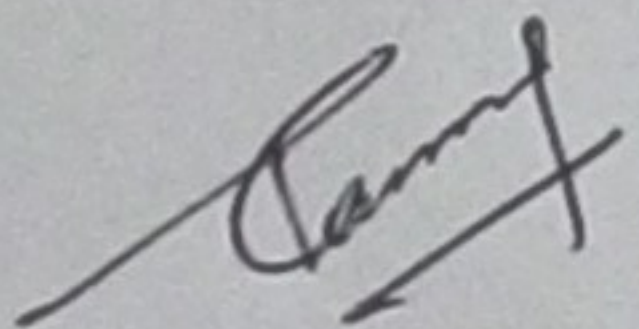
Should have passed Matriculation (10) or an equivalent examination with Science Subjects from recognized Board.

6. MTS Daftri:

Should have passed Matriculation (10) or an equivalent examination from recognized Board.

Interested candidates fulfilling essential qualification should apply as mentioned above along with Certificates in support of qualifications and experience to office of the Principal, Shaheed Rajguru College of Applied Science for Women, University of Delhi, Vasundhara Enclave, Delhi- 110096 and appointment is subject to approval of competent authority.

The shortlisted candidates shall be called for written test details of which shall be placed on website only. The candidates are requested to refer to website for any update.No TA/DA shall be paid to the candidates.The last date of receiving application is 04.01.2016.


PRINCIPAL 