कालिन्दी महाविद्यालय
(दिल्लीविश्वविद्यालय)
पूर्वीपटेलनगर, नईदिल्ली-110008
☏ : 011-25787604 ; Fax No.: 011-25782505
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Website :www.kalindi.du.ac.in

KALINDI COLLEGE
(University of Delhi)
East Patel Nagar, New Delhi-110008
☏ : 011-25787604 ; Fax No.: 011-25782505
E-mail : kalindisampark.du@gmail.com
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NAAC ACCREDITED 'A' GRADE COLLEGE

KC/NTS Apptt/

31.3.2017

Kalindi College invites applications for various Non-Teaching Posts, to be filled on permanent basis, in the pay scale mentioned against each post and usual allowance as per rules of University of Delhi/UGC from time the time.
The posts to be filled are hereunder:

Sl. No.	Name of the Post	Total number of Posts	Category of the Post					Age Limit (Max.) (Yrs)	Pay Band + Grade Pay (G.P) (Rs.)	Remarks
			UR	OBC	SC	ST	PwD			
1.	*Sr. Technical Assistant (Computer)	1	1	-----	------	-----	-----	35	9300-34800+ G.P. 4200	*Subject to the approval of Competent Authority/Funding Agency
2.	SPA (Semi Professional Assistant)	1	1	-----	------	-----	-----	35	5200-20200+ G.P. 2800	
3.	Library Assistant	1	1	-----	------	-----	-----	30	Rs. 5200 – 20200 + G.P. 2000	
4.	Junior Assistant	1	----	-----	1	-----	-----	27	5200-20200+G.P. 1900	
5.	Multi-Tasking Staff (M.T.S) (Library)	1	---	1	------	-----	------	27	5200-20200+G.P. 1800	

EDUCATIONAL QUALIFICATIONS & OTHER REQUIREMENTS

SENIOR TECHNICAL ASSISTANT (COMPUTER) (1-UR)
Pay Band (PB-2)- 9300-34800+GP 4200

Essential Qualification:

M.C.A 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.

Age Limit: 35 Years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

SEMI PROFESSIONAL ASSISTANT: - (1-UR)

Pay Band (PB-1) - Rs.5200-20200+G.P. 2800

Educational and other qualifications Essential

l. 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.

1. Course in computer application 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 University of Delhi rules/guidelines).

LIBRARY ASSISTANT (1-UR)

Pay Band (PB-1) - Rs. 5200 – 20200 + GP 2000

Educational and other qualifications Essential

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.

2. Certificate in Library Science/Library and Information Science from a recognized institution. 3 Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized institution.

Maximum Age limit 30 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

JUNIOR ASSISTANT (1-SC)
Pay Band (PB-1)- Rs 5200-20200+GP 1900
Essential Qualification:

1. 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 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.

2. Having a typing speed of 40w.p.m. in English or 30w.p.m. in Hindi Type writing through computers.
3.

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

MTS LIBRARY (1 OBC):-

Pay Band (PB-1) - Rs 5200-20200+GP 1800

Essential Qualification:

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized Institutions.
2. Certificate in Library Science/ Library and Information Science from a recognized institution.

Desirable:-

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

AgeLimit: 27 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

General Instructions to the Candidate:-

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.

2. College shall conduct the written test for all the posts as prescribed by University of Delhi.

3. All 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. In case of change in Recruitment Rules notified by University of Delhi, the same shall be applicable to the candidates. The Notice for the same shall be published on College Website, if any.

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

5. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel & Training vide OM No. 36035/3/2004-Estt (Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in

6. Age relaxation shall be as per the University of Delhi rules.
7. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.

8. The reservation for applicants from OBC (non-creamy layer), SC, ST and Persons with Disability (PwD) categories will be applicable as per University rules. Applicants seeking reservation benefits available for SC/ST/OBC/PwD categories must attach the necessary documents justifying the claim of respective reservation as per Govt. of India list/rules/norms.

9. Candidates belonging to SC/ST/OBC/PwD Categories must attach copy of certificates issued by the competent authority in the prescribed format as stipulated by Government of India. For Candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section.

10. An Ex-service 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 service should submit a certificate from a competent authority that they will be relieved from defence service.

11. Candidates should possess the prescribed Age, Educational Qualification and Experience as on the closing date of application. In case of extension of closing date of application, Age, Educational Qualification and Experience shall be reckoned from the new closing date.

12. The College reserves the right to increase or decrease the number of posts advertised as also not to fill all / any post, if circumstances so warrant. The reserved categories of the posts are subject to modification, if any, prescribed by University of Delhi.

13. In the case the information / documents uploaded / supplied by the applicant are found to be incorrect / false by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

14. Fees once paid shall not be refunded under any circumstances.

15. All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.

16. Candidates called for written test / skill test shall do so at their own expenses. No TA/DA shall be paid.

17. The College shall not be responsible for any delay / loss due to postal or technical reasons.

18. Applications received without complete information or without requisite fees shall be rejected.

19. 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, including termination of employment..

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

21. Any addendum / corrigendum/ notices related to this recruitment including scheme / date of examination etc. shall be posted on the college / University website only. Candidates are advised to regularly visit the website of the college / University for updates.

SCHEME OF EXAMINATION:- As per University rules.

FEES:

Fee: Rs 250/- for UR / OBC category candidates by the way of Demand Draft, drawn in favour of "**The Principal, Kalindi College**" payable at New Delhi should be enclosed along with the application form. While sending the DD, the candidates are advised to write their name , category, Contact No. & post applied for on the reverse of DD.

No application fee will be charged from applicants from SC, ST, PwD and Women Applicants.

Candidates belonging to OBC category may please note that only CENTRAL LIST of OBC shall be considered for extending reservation benefits for this category. Candidates are required to produce certificate issued by the competent authority in this regards.

PROBABLE MODES OF REJECTIONS OF APPLICATIONS:

1. Applications not filled properly or Relevant Columns left unfilled

2. Applications not accompanied by the required fee or paid through mode other than D.D, unless exempted.
3. Applications received after the last date
4. Applications not filled in the prescribed format
5. Applicant on account of being ineligible due to age, qualifications, experience, required skills etc.
6. Applications not accompanied by the copy of certificates/testimonials
7. Applications not accompanied by the relevant caste certificate for claiming reservation.
8. Applications not accompanied by the proof of applying through proper channel etc.

Please Note: The above list is only indicative and there may occur various other circumstances for rejection of applications on various other grounds. Therefore, candidates are required to take enough precautions before sending the application.

HOW TO APPLY:

Eligible candidates are required to download the application form available on the college website: www.kalindi.du.ac.in. Duly filled application form, and admit card (both copies) alongwith the fees of Rs. 250/- (For Gen/OBC)) in the form of Demand Draft, drawn in the favour of "The Principal, Kalindi College", payable at New Delhi, along with attested photocopies of certificates & testimonials should be sent through speed post/registered post to the college. The candidates are required to apply **only through speed post/registered post** super scribing the envelope as **"APPLICATION FOR THE POST OF _____" CATEGORY _____: Addressed to " The Principal, Kalindi College (University of Delhi), East Patel Nagar, New Delhi-110008" on or before the last date of receiving application i.e 24.04.2017 (upto 05.00 pm)**

- Applications received after the last date shall not be entertained.
- Applications received by mode other than Registered /Speed post, shall not be accepted.

For complete details of the advertisement along-with application form please visit the college website: www.kalindi.du.ac.in.

Please Note:

- Any addendum / corrigendum/ notices, information related to this recruitment including scheme / date of examination etc. shall be posted on the college website only. Candidates are advised to regularly visit the website of the college for updates.
- Before applying, the applicants are required to ensure that they are eligible in all respect for the post applied by them.
- Candidates eligible to apply for more than one post shall have to apply separately, along-with separate application form, documents and fee (If payable).
- In case of conduct of written examination for one or more posts on the same date & time, either for the advertised post of this college or some other college, no change in date of exam shall be entertained.

Opening Date: 31.3.2017 **Closing Date: 24.4.2017**

PRINCIPAL