

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**  
(University of Delhi)  
Vasundhara Enclave, Delhi – 110096.

**Recruitment for Non-Teaching Posts**

Online applications are invited from highly motivated candidates for appointment to the following Non- Teaching posts.

S.No.	Name of the Posts	Pay Band & Grade Pay	No.of posts	UR	OBC	SC	ST	PH	Maximum AGE
1.	Programmer	Rs.15600-39100 (Grade Pay Rs.5400)	1	-	-	-	-	1 (VH)	35 years
2.	Sr. Personal Assistant	Rs.9300-34800 (Grade Pay Rs.4600)	1	-	-	-	-	1 (OH)	35 years
3.	Senior Technical Assistant	Rs.9300-34800 (Grade Pay Rs.4200)	2	2	-	-	-	-	35 years
4.	Technical Assistant	Rs.5200 – 20200 (Grade Pay Rs.2800)	2	2	-	-	-	-	30 years
5.	Laboratory Assistant	Rs.5200 – 20200 (Grade Pay Rs.2000)	5	4	1	-	-	-	30 years
6.	MTS Laboratory	Rs.5200 – 20200 (Grade Pay Rs.1800)	15	7	5	-	2	1 (HH)	27years
7.	MTS Library	Rs.5200 – 20200 (Grade Pay Rs.1800)	1	-	1	-	-	-	27 years
8.	MTS (Daftri)	Rs.5200 – 20200 (Grade Pay Rs.1800)	-	-	1	-	-	-	27 years

The last date for filing online application is 04.03.2016. Details and other terms & conditions may be seen at our college website [www.rajgurucollege.com](http://www.rajgurucollege.com) . PH candidates only are allowed to submit applications by offline mode also and in that case, they need to download the same form from the College website, fill it and submit with requisite fee and documents on or before last date of receipt of application. Incomplete applications or applications received after the last date of application shall be summarily rejected. Change in the category/ nature of posts amendments/ corrigendum/ information related to screening/ interview ect. shall be notified through the College website only.

**Qualifications:**

**1. 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**

- Bachelor Degree from recognized University.**
- 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.
- 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.

**Note:**

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and interview.
2. The scheme of the examination including weight age of marks for written test and interview etc., as prescribed by the University from time to time.
3. 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.
4. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

### **3.Senior Technical Assistant (Computer Science)**

Essential: MCA or M.Sc. (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.

**Note:** All the shortlisted candidates will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the Post. The selection shall be based on the performance of the candidates in the written, practical test and interview.

### **4. Technical Assistant (Physics & Electronics)**

Graduate having studied relevant subjects with two years 'experience in the relevant field

Or

Post Graduate degree in relevant subject.

**Note:** All the shortlisted candidates will be required to appear in a written/skill test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

### **5. Laboratory Assistant**

**(Electronics, Mathematics, Food Technology, Biomedical Science & Biology)**

Should have passed Senior Secondary (10+2) or an equivalent examination with Science subjects with 50% marks.

Or

Graduate with relevant subject.

**Note:** all the recruits will be required to appear in a written/skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

## 6. MTS Laboratory

Should have passed Matriculation (10<sup>th</sup>) or an equivalent examination with science subjects from recognized board.

**Note:**All the shortlisted candidates will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.

## 7. MTS Library Attendant

1. **Passed** 10<sup>th</sup> 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: Computer as a subject at Secondary level or Basic course in Computers from any Institution.

**Note:** all the candidates will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.

## 8. MTS (Daftri)

Should have passed Matriculation (10<sup>th</sup>) or an equivalent examination from recognized board.

**Note:** all the candidates will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.

### General Note:-

1. **Application fee** (non-refundable) is Rs.250/- for General/OBC Category Rs.100/- for SC/ST Category and Persons with Disabilities there is no Fees. Payable online or by way of a demand draft (demand draft only for PH candidate if applying offline) drawn in favor of "The Principal, Shaheed Rajguru College of Applied Science for Women" payable at Delhi.
2. The last date for applying online is 04.03.2016
3. **Printout of the online application form is to be sent to: The Principal, Shaheed Rajguru College of Applied Science for Women", Vasundhara Enclave, Delhi – 110096 by 11th March 2016 in a sealed envelope super-scribed "Application for the post of ..... along with following documents.**
  - i. Signed print out of the Online Application Form
  - ii. Latest Photograph
  - iii. Self-attested copies of relevant testimonials/ supporting documents
  - iv. Demand Draft (only for PH candidate if applying offline)
  - v. Proof of payment of application fee



4. Last date of receipt of copy of application 11<sup>th</sup> March 2016.
5. Candidate applying for more than one posts must apply separately and pay fees separately.
6. **The College reserves the right to reject the application form of those candidates who have not sent relevant testimonial/ supporting documents of educational qualification/work experience with application form.**
7. The candidate applying under PwD category must specifically mention in application their main category to which they belong i.e.UR/SC/ST/OBC for the purpose of computing reservation.
8. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by Govt. of India, Department of Personnel & Training vide OM Mo.36035/3/2004 – Esst (Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in)
9. The College reserves the right to increase or decrease the number of advertised posts, if circumstances so warrant. The reserved categories of the posts are subject to modification, if any prescribed by University of Delhi.
10. The College reserves the right to change the number and nature of posts (s) as it deems fit and/ or not to fill any or all posts advertised without assigning any reasons
11. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview. The application received shall be screened in accordance with the guidelines laid down by the University.
12. Corrigendum if any shall be posted on the College website only. It shall be the responsibility of the Candidates to monitor the same.
13. The applications received shall be screened in accordance with guidelines laid down by the University in this regard, to restrict the number of candidates.
14. The list of shortlisted candidates shall be uploaded in the College website in due course.
15. Canvassing in any form shall lead to disqualification of candidature.

**(PRINCIPAL)**