

**SHIVAJI COLLEGE,
UNIVERSITY OF DELHI,
RING ROAD, RAJA GARDEN,
NEW DELHI – 110027**

Date: 03.01.2020

The College is inviting applications for the following posts purely on Contract Basis: -

S.No.	Name of the Post	No. of Post	Age Limit	Consolidated Salary per month
1.	MTS - Office Attendant	Three	27	Rs. 15,070/-

ELIGIBILITY CRITERIA

1. Multi-Tasking Staff (MTS) - OFFICE ATTENDANT

Essential:

A Secondary School Certificate (10th) or its equivalent qualification from a recognized Board/University/Institution

Note:

1. 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.
2. The scheme of the examination including weightage of marks for written test/ skill test etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.

The test for contractual appointment will be conducted in the following objective type paper:

- (i). General Awareness
 - (ii). Reasoning Ability
 - (iii). Mathematical Ability
 - (iv). Test of Language - English or Hindi
3. Interested candidates (who fulfill the above prescribed qualifications/ eligibility may submit their applications in the prescribed format (attached herewith) along with self-attested photocopies of certificates of educational qualifications, date of birth, caste/category certificate (SC/ST/OBC/PH) etc. The application form with

requisite documents must reach the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi- 110027 on or before 17.01.2020.**

The College has right to reserve, change the nature of post and not to fill or cancel the post.


Dr. Shashi Nijhawan
Principal



APPLICATION FOR THE POST OF: MTS - OFFICE ATTENDANT

Space for Office Use:

Affix Latest Colored
Self-attested Passport
Size Photograph

1. Complete Name (in block letters) :
(First Name) (Surname)

2. Name of Father/Husband: :

3.

Correspondence Address	Permanent Address
Mobile No:	Email ID:

4. Date of Birth : ..
DD MM YYYY

5. Age (as on 17.01.2020) :

Year(s)	Month(s)	Day (s)

6. Nationality :

7. Marital Status :

8. Educational/Professional/Technical Qualifications starting with Highest: Attach attested copy of Marks sheets/Certificates, Work experience certificates, etc. (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient):

Sl. No.	Examination Passed	Board/University /Institute	Duration of Degree/ Diploma	Year of Passing	CGPA or % Marks	Subject Studied/ Specialization

9. Computer Ability (working knowledge of MS-Office): (YES) / (NO) - (tick any one)

10. Typing Ability: (YES) / (NO) - (tick any one), Specify Typing Speed (in English):w.p.m.

11. Particulars of present employment/past experience if any:

Sl. No	Name of Organization	From	To	Designation	Consolidated Salary	Nature of Duties

12. Time required to join the post in the event of selection.....

DECLARATION: I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any time, my candidature will stand cancelled and my claims for the recruitment forfeited.

Place:

Signature of Candidate

Date: