

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

Date: 28.07.2017

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.	Junior Assistant	One	27	Rs. 15800/-
2.	MTS - Office Attendant	Two	27	Rs. 11000/-
3.	Sports Attendant	One	27	Rs. 11000/-

ELIGIBILITY CRITERIA

1. JUNIOR ASSISTANT

Essential:

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 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Note:

The incumbent is expected to work under the close supervision of Section Officer or Administrative Officer. He should possess an aptitude for drafting/noting in English, office procedure, Data processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/Examinations/General Administration/House Keeping/Establishment/HR/ Legal/Purchase/Accounts & Finance/Project management/Public Relations.

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

Essential:

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

3. SPORTS 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.
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 11.08.2017.**

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


Dr. Shashi Nijhawan
Principal



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



APPLICATION FOR THE POST OF: JUNIOR ASSISTANT

Space for Office Use:

Affix Latest Colored
Self-attested Passport
Size Photograph

- Complete Name (in block letters) :
(First Name) (Surname)
- Name of Father/Husband: :
- Permanent Address :
.....
- Present Address (if, different from above)
.....
- Date of Birth : .. - .. - ..
DD MM YYYY
- Age (as on 11.08.2017) :

Year(s)	Month(s)	Day (s)
- Nationality :
- Marital Status :
- Educational Qualifications :

Name of the Exam	University/ Board College/School	Year of Passing	Class/Division/ Grade	%age of Marks	Subjects studied

10. Computer Ability (working knowledge of MS-Office): (YES) / (NO) - (tick any one)
11. Typing Ability: (YES) / (NO) - (tick any one), Specify Typing Speed (in English):w.p.m.
12. Telephone No. (Landline & Mobile no.)
13. Email id.
14. Particulars of present employment/past experience if any:

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

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:



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



APPLICATION FOR THE POST OF: MTS - OFFICE ATTENDANT

Space for Office Use:

Affix Latest Colored
Self-attested Passport
Size Photograph

- Complete Name (in block letters) :
(First Name) (Surname)
- Name of Father/Husband: :
- Permanent Address :
.....
- Present Address (if, different from above)
.....
- Date of Birth : .. - .. - ..
DD MM YYYY
- Age (as on 11.08.2017) :

Year(s)	Month(s)	Day (s)
- Nationality :
- Marital Status :
- Educational Qualifications :

Name of the Exam	University/ Board College/School	Year of Passing	Class/Division/ Grade	%age of Marks	Subjects studied

10. Computer Ability (working knowledge of MS-Office): (YES) / (NO) - (tick any one)
11. Typing Ability: (YES) / (NO) - (tick any one), Specify Typing Speed (in English):w.p.m.
12. Telephone No. (Landline & Mobile no.)
13. Email id.
14. Particulars of present employment/past experience if any:

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

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शिवाजी कॉलेज
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Shivaji College
(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



APPLICATION FOR THE POST OF: SPORTS ATTENDANT

Space for Office Use:

Affix Latest Colored
Self-attested Passport
Size Photograph

- Complete Name (in block letters) :
(First Name) (Surname)
- Name of Father/Husband: :
- Permanent Address :
.....
- Present Address (if, different from above)
.....
- Date of Birth : .. - .. - ..
DD MM YYYY
- Age (as on 18.08.2017) :

Year(s)	Month(s)	Day (s)
- Nationality :
- Marital Status :
- Educational Qualifications :

Name of the Exam	University/ Board College/School	Year of Passing	Class/Division/ Grade	%age of Marks	Subjects studied

10. Computer Ability (working knowledge of MS-Office): (YES) / (NO) - (tick any one)
11. Typing Ability: (YES) / (NO) - (tick any one), Specify Typing Speed (in English):w.p.m.
12. Telephone No. (Landline & Mobile no.)
13. Email id.
14. Particulars of present employment/past experience if any:

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

15. Ability to drive both Bike & Car: (YES) / (NO) - (tick any one)
16. Mention valid driving license no.:

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Place:

Signature of Candidate

Date: