P.G.D.A.V. College (Eve.)

(University of Delhi)
Nehru Nagar, New Delhi – 110065
Phone: 29845214, Website: www.pgdaveve.in

Advt.No. T-NT/2017/02   **Publication Date: 22.02.2017**
Date: 13.02.2017

Applications are invited online in the prescribed format for the following posts on permanent basis. The full details of the advertisement are available on the college website: www.pgdaveve.in

The last date for receipt of application is 15.03.2017 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.

S.No.	Name of the Post	Total	UR	OBC	SC	ST	PwD	Max. Age	Pay Band	Grade Pay
1	Administrative Officer	02#	02	--	--	--	--	35	PB-3	5400
2	Librarian	01	01	--	--	--	01 (VH)	---	PB-3	6000
3	Section Officer	01	01	--	--	--	01 (OH)	35	PB-2	4600
4	Senior Personal Assistant	01	01	--	--	--	--	35	PB-2	4600
5	Sr. Technical Assistant (Computer)	01	01	--	--	--	--	35	PB-2	4200
6	Semi Professional Assistant (Library)	02	02	--	--	--	--	35	PB-1	2800
7	Assistant	03	03	--	--	--	--	30	PB-1	2400
8	Junior Assistant	04	03	01	--	--	01 (HH)	27	PB-1	1900
9	Library Assistant	01	01	--	--	--	--	30	PB-1	2000
10	MTS – Library	03	--	01	01	01		27	PB-1	1800
11	MTS – Computer Lab	01	01	--	--	--	--	27	PB-1	1800

#Out of two posts of Administrative Officer, one post will be filled up on deputation basis.
  Out of four posts of Junior Assistant, one post is reserved for HH category.

VH (LV), OH & HH stand for Visually Handicapped (Low Vision), Orthopedically Handicapped & Hearing Handicapped respectively. Candidates applying under PwD must have disability of at least 40%.

<u>The candidates are instructed to carefully read the eligibility criteria along with the General instructions to fill the online application form. The tentative schedule of written tests is given underneath the General instructions.</u>

Note: The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.

Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the Candidates to monitor the same.

(Dr. R.K. Gupta)
Principal

ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

1.   ADMINISTRATIVE OFFICER   (PB-3) 15600-39100 + 5400 G.P.
Total Post: 02

Essential:

Good academic record plus Masters' degree with at least 55 % of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable:

a) At least three year experience in supervisory or equivalent cadre in a Group B post in a government department / University / Educational or Research Institution / Teaching and / or Research experience along with proven administrative capabilities.

b) LL.B or MBA or CA / ICWA or MCA or M.Phil / Ph.D qualification.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC).

------------------ **ONE POST ON DEPUTATION BASIS – APPLY OFFLINE ONLY**-----------------

Essential: Officer holding analogous post Or Section Officer / Private Secretary / Senior Personal Assistant or equivalent in the pay scale of Rs. 6500 – 10500/- with at least 3 years of regular service in the cadre and having the requisite experience and qualification for the post.

Note: The deputationist shall have no right for absorption on the post. The selection will be made after taking into consideration the ACR / APAR of the last three years and performance in the written test / interview (if required as per University Rules). The period of deputation shall be initially for one year (extendable as per rules) in the Pay Band-3 (Rs. 15600-39100) plus Grade Pay of Rs. 5400/-. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of submission of applications, i.e. 15.03.2017.

Persons who are in direct line of promotion in the cadre are not eligible for appointment on deputation basis.

The latest terms & conditions of deputation as stipulated by the DoPT will be applicable to the extent adopted / ratified by the University of Delhi.

Certificate to be recorded by the Head of Office / Controlling Officer while forwarding the Hard copy after online submission:

- Certificate that the particulars given by the applicant are true and have been verified from service records.
- The applicant, if selected, will be relieved immediately.
- Attested copies of the ACR / APAR (or grading) for the last three years enclosed or being forwarded.
- No disciplinary / vigilance case is either pending or is being contemplated against the official. No major / minor penalty is in force or current against the official.
- The department shall not ask for pre-mature repatriation of the officer during his / her deputation term.
- Recommendation, if any.

2. **LIBRARIAN** (PB-3) 15600 – 39100 + 6000 A.G.P. (Reserved for VH (LV) category only)
Total Post: 01

Essential:
   a) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

   b) Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

Note:
   I.   The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian / College Librarian.

   Provided further, the award of degree to candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian / College Librarian subject to the fulfillment of the following conditions:-

   a.   Ph.D. degree of the candidate awarded in regular mode only;
   b.   Evaluation of the Ph.D. thesis by at least two external examiners;
   c.   Open Ph.D. viva voce of the candidate had been conducted;
   d.   Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
   e.   Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.

   (a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).

   II.   A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

3. **SECTION OFFICER (ACCOUNTS)**   (PB-2) 9300 – 34800 + 4600 G.P.
Total Post: 01   **(Reserved for OH category only)**

Essential:
   a) Graduate / Post graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

<div align="center">OR</div>

   Graduate Degree with minimum 50% marks in Computer Application / Office Management Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

   b) Minimum 6 years of administrative experience

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC).

4. **SENIOR PERSONAL ASSISTANT**   **(PB-2) 9300 – 34800 + 4600 G.P.**
Total Post: 01

Essential:
  a) A Bachelor's Degree from a recognized University.

  b) At least three years post qualification experience working as Private Secretary / Personal Assistant / Stenographer / Executive Assistant / Executive Secretary in a Government Department / University / Autonomous Body / PSU / Educational Institution recognized by the Government

  c) Skill Test norms
      i. *Dictation*: 10 mts @ 100 w.p.m.
      ii. *Transcription:* 40 mts. (English) or 55 mts. (Hindi) on computer.
      iii. Computer proficiency, viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail communication etc.

Desirable:
      a) Degree / Diploma in Computer Application / Science.
      b) Diploma in Office Management and Secretarial Practice.
      c) Knowledge of service rules applicable for Central Government establishments.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC).

5. **SENIOR TECHNICAL ASSISTANT (COMPUTER)**
(PB-2) 9300 – 34800 + 4200 G.P.   **Total Post: 01**

Essential:
MCA 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.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC).

6. **SEMI PROFESSIONAL ASSISTANT (SPA) (PB-1) 5200 – 20200 + 2800 G.P.**
Total Post: 02

Essential:
  a) Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks.

  b) B.Lib.Sc / B.L.I.Sc with 50% Marks.

  c) Course in Computer Applications 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 the guidelines of University of Delhi / UGC).

7. **ASSISTANT** (PB-1) 5200 – 20200 + 2400 G.P.   **Total Post: 03**

Essential:
   a) A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline

Or

Graduate Degree in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University

   b) Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC)

8. **JUNIOR ASSISTANT** (PB-1) 5200 – 20200 + 1900 G.P.
   (Total Post: 04, one post is reserved for HH category)

Essential:
   a) 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 Applications / 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.

   b) Computer typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC)

9. **LIBRARY ASSISTANT** (PB-1) 5200 – 20200 + 2000 G.P.   **Total Post: 01**

Essential:
   a) Passed Sr. Secondary or equivalent examination conducted by State Board of Education / University / Govt. recognized institutions.

   b) Certificate in Library Science / Library and Information Science from a recognized institution.

   c) 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 the guidelines of University of Delhi / UGC)

10. M.T.S. – LIBRARY (PB-1) 5200 – 20200 + 1800 G.P.   Total Post: 03

Essential:

a) Passed 10th or equivalent examination from any State Education Board or Government recognized institution

b) 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.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

11. M.T.S. – COMPUTER LABORATORY   (PB-1) 5200 – 20200 + 1800 G.P. Total Post: 01

Essential:

Should have passed **Matriculation (10th) or an equivalent** examination with science subjects from a recognized Board

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC)

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GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. The earlier advertisement published in Hindustan Times and Employment News on 12.08.2014 & 16.08.2014 respectively regarding filling up the vacant posts of the Non-teaching staff may be treated as cancelled. Those who had already applied may apply afresh.

2. As per directive of the University of Delhi Vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitments to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.

    Accordingly, selection for the above posts (except Administrative Officer) shall be based on performance of the candidates in the written test / skill test / practical test, etc.

3. All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi / U.G.C. from time to time.

4. As per approved PwD Roster the post of Librarian has been identified for Visually Handicapped (Low Vision) having disability of at least 40%.

5. Out of the four posts of Junior Assistant, one post is reserved for Hearing Handicapped (HH) having disability of at least 40%. **No writer shall be allowed for HH category candidates.**

6. The post of Section Officer has been identified for OH category. The candidate may be allowed to bring a **writer** as per rules (depending upon disability) with prior permission of the college. The maximum qualification of the writer will not be higher than 10+2 or its equivalent.

    The candidate or/and writer will have to execute an Undertaking at the Examination Center, providing information in respect of the writer (maximum qualification, etc. before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.

    Note for Points No. 4, 5 & 6:   **The PwD candidate can be from any reserved category (SC / ST / OBC) or unreserved category and will be placed in the appropriate category viz. SC / ST / OBC / UR in reservation roster for adjustment against current vacancies or in future.**

7. The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

8. Upper age limit for persons with disabilities shall be relaxable:
   (a) by ten years (15 years for SCs / STs and 13 years for OBCs) in case of direct recruitment to Group 'C' posts;
   (b) by 5 years (10 years for SCs / STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and
   (c) by 10 years (15 years for SCs / STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination.

9. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement, provided that they have rendered at least three years regular service in the University and its constituent Colleges.

10. The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered regular service in the same or an allied field in organization(s) under Government Departments / Statutory or Autonomous bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings. They should have rendered at least three years regular service in the same or an allied field.

11. The upper-age limit shall also be relaxable in respect of persons who are already working on contract / daily wages / adhoc basis in the Delhi University / Colleges to the extent of the services rendered by them. This is a one time exemption available to those who have put in at least one year of service.

12. The upper age limit for the posts advertised shall be determined as on the last date of online submission of applications, i.e. 15.03.2017.

13. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application, i.e. 15.03.2017.

14. Relaxation in the required minimum qualifications for the post of Librarian and other advertised posts shall be provided as per rules framed by the University of Delhi/U.G.C.

15. Candidates belonging to SC / ST / OBC / PwD categories should keep ready attested copies of the certificates issued by the competent authority in the prescribed format as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the creamy layer section. An Ex-serviceman 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 defense services should submit a certificate from a competent authority that they will be relieved from defense services.

16. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.

17. All the candidates who are applying for more than one post are required to fill up separate application forms.

18. Candidates belonging to SC / ST / OBC and Physically Handicapped categories should mention their category specifically in their applications and attach certificate of proof issued by the competent authority.

19. 3% seats are reserved for PwD category. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in. Only such persons would be eligible for reservation in services / posts under VH / OH / HH categories who suffer from not less than 40 percent of disability.

20. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.

21. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application.

22. The number of unreserved / reserved posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

23. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.

24. All expenses for appearing in written test/s, practical or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA / DA shall be paid.

25. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.

26. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his / her services shall be liable to be terminated without prejudice to any other action initiated by the college.

27. 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.

28. Application fee should be submitted through online mode only as per the details given below:-

Category	Fee (Rs.)
UR / OBC	500/-
No application fee shall be charged from SC, ST, PwD and Women Applicants.	

The date of written examination for each post shall be notified on the college website. Candidates are required to check the college website on a regular basis. However, the tentative dates for the test are given as under:

Tentative Schedule of Written Test

Name of Post	Days	Shift	Date
• Junior Assistant	Saturday	Morning	18.03.2017
• Assistant • MTS – Library	Saturday	Evening	18.03.2017
• Sr. P.A. to Principal • Library Assistant	Sunday	Morning	19.03.2017
• Semi Professional Assistant • MTS – Computer Lab	Sunday	Evening	19.03.2017
• Administrative Officer • Sr. Technical Assistant (Computers) • Section Officer	Monday	Evening	20.02.2017

Test Centre: P.G.D.A.V. College (Eve), Nehru Nagar, New Delhi – 110065

- Candidates should download the Admit card from the college website and bring it with them on the day of the test. A link to download the Admit card will be available on the college website after the last date of submission of the application form.
- The candidates should bring with them a proof of identity - Pan Card, Voter Card, Driving License, Aadhar Card, etc. & a passport size photograph.
- Candidates are advised to reach the Test Centre 45 minutes before the scheduled time.
- Use of mobile phones and other electronic devices in the examination hall is strictly prohibited.
- All the candidates are being called for the written test but the final eligibility of their candidature shall be decided as per the qualification prescribed by the University in this regard. The candidates who do not meet the prescribed requirement on age, educational qualifications, experience, etc. will not be considered for selection.

HOW TO APPLY:

- Candidates may note that only online applications will be accepted at the college website www.pgdaveve.in. Candidates belonging to PwD category may also apply through offline mode. PwD category candidates & those applying for the post of Administrative Officer on deputation basis may obtain Application form from the college office from 3:00 p.m. to 7.00 p.m. on all working days and submit them before the last date of submission, i.e. 15.03.2017, along with a Demand Draft (if applicable) of Rs.500/-, payable at New Delhi in favour of the Principal, PGDAV College (Eve.). Application form is also available on the College website: www.pgdaveve.in

- The candidate should take a printout of the confirmation page for his/her own future reference only.

(Dr. R.K. Gupta)
Principal