

**Advertisement for the Posts of Administrative Officer, Section Officer(Accounts) and MTS
(Library Attendant)**

Sri Guru Gobind Singh College of Commerce(University of Delhi) invites applications from eligible candidates for recruitment of following Permanent Non-Teaching positions of the college.

S.No	Department	No. of post(s)	Reservation	Age Limit*	Pay Scale(as per 6 th Pay Commission)
1	Administrative Officer	01	Reserved for VH	35 Years	15600-39100+GP5400/-(PB-3)
2	Section Officer(Accounts)	01	Reserved for OH	35 Years	9300-34800+GP4600/-(PB-2)
3	MTS (Library Attendant)	01	Reserved for HH	27 Years	5200-20200+GP1800/-(PB-1)

(VH –Visually Handicapped, OH –Orthopaedically Handicapped, HH-Hearing Handicapped)

(Age Relaxation will be allowed as per guidelines of University of Delhi/UGC)

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

For details, please visit the College Website www.sggsc.ac.in. Any addendum/corrigendum shall be posted only on the College website.

PRINCIPAL

Essential Qualifications for the post :

(i)Administrative Officer:

Essential:

Good Academic record plus Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale(5% relaxation in marks for PWD category).

Desirable:

1.At least three years 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.

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

NOTE:

1.The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior-functionaries and Academicians.

2.He is expected to handle independently one or more functions related to Educational Administration/Examinations/General Administration/Purchase/Establishment/Accounts & Finance/ Project management/ HR/ Legal.

3.All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.

4.The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time in this regard.

5.All the direct recruits should possess working knowledge of computers.

(ii)Section Officer(Accounts):

Essential:

(a)Graduate with minimum 50% marks or 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 (OR)

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

(b) At least three years post qualification experience in handling Educational Administration/General Admn/Purchase/Accounts & Finance in a University/Research Institution/Government department/bodies/PSU or reputed commercial establishment.

Desirable:

1.Preference will be given to candidates holding professional qualifications like LL.B or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter).

2.All the direct recruits should be possess working knowledge of computers.

Note:

1.The posting of the selected incumbent as Section Officer shall be in Accounts Department of the College, hence he/she is required to justify the profile of Accounts through his/her knowledge and experience in the same field at the supervisory level of Centre/State Government University/Govt. Department/Ministry/P.S.U. or reputed commercial establishment.

2.The incumbent is expected to work under the close supervision of Administrative Officer. He/She should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions relating to General Administration/House Keeping/Purchase/Service matters/Office Management/Establishment/Accounts & Finance/HR/Legal in a computerized environment.

3.All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge to their work. The selection being based on the performance of the candidates in written test and interview.

4.The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time with the approval of the Executive Council in this regard.

5. All direct recruits are expected to work in a computerized environment and required to quality a skill test in handling computers within one year from their appointment before completion of probation period.

3.MTS(Library Attendant):

Essential Qualifications:

1.Matriculation(10th) or any equivalent examination from any recognized 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.

General Note:

1.Candidates can obtain the Application Forms from the College Office on all working days (Monday-Friday)between 10.00 a.m. to 3.00 p.m.

2.Candidates can also download Application Form from College website: www.sggscscc.edu.ac.in.

3.A separate application form should be filled in by the candidates for each post along with separate fee if the candidates wishes to apply for more than one post.

4.The college will notify the dates of tests and interviews in advance at its website.

5.Those who fulfill only the minimum qualification for the positions may not all be called for interview/written test.

6.Application fee should be submitted through a Demand Draft drawn in favour of OPrincipal, Sri Guru Gobind Singh College of Commerce, Payable at Delhi. DD should be attached with prescribed application form. No application fee shall be charged from PWD applicants.

7.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/publication etc... with the application.

8. Applicants who are already in service must apply "through proper channel" alongwith No Objection Certificate(NOC) and Vigilance Clearance Certificate issued by respective employer.

9.No TA/DA shall be paid to any candidate for appearing in written test etc.

10.The candidates applying under PWD category must specifically mention in application their main category to which they belong i.e. VH/OH/HH.

11.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-Estt (Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in.

12.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.

13.The College reserves the right not to fill any or all advertised post(s).

14.Corrigendum if any shall be posted on the College website only. It shall be the responsibility of the Candidates to monitor the same.

15.List of eligible candidates and the date of written test will be published on the college website, www.sggsc.ac.in after the scrutiny of applications. Applicants are advised to check the college website for the same.

Applications on prescribed format available on www.sggsc.ac.in complete in all respects accompanied by copies of the certificates, testimonials etc. must reach the college office within 15 days of the publication of this advertisement.

Jatinder Bir Singh
Principal

To be filled by Receiving Assistant
Application No. _____
Received on _____



SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

University of Delhi, Pitam Pura, Delhi-110034

Application Form for Non-Teaching Posts

Affix your Passport
sized photograph
here

Post Applied For: _____

Date of Advertisement _____

Bank Draft No: _____ Issuing Bank _____ Date _____

Name (in Block Letters) _____

Date of Birth _____ Gender _____

Father's/Husband's Name _____

Nationality _____ Marital Status _____ Email: _____

Postal Address _____

_____ PIN: _____

Telephone/ Mobile No(s) _____

Category: SC / ST / OBC / Sikh Minority / PWD / OH / VH / HH / LV / General / Others

IMPORTANT INSTRUCTIONS

1. Candidates are advised to read the Advertisement Carefully before filling the Application Form.
2. A Separate Application Form is to be submitted for each post
3. Incomplete Application Form will be summarily rejected.
4. Candidates are required to attach photocopies in support of their educational qualifications and experience, if any.
5. Candidates are advised to preserve Acknowledgement Receipt of this form

P.T.O



Sri Guru Gobind Singh College of commerce, University of Delhi, Pitam Pura, Delhi-110034

Acknowledgement Slip of Application Form for Non-Teaching Posts

Received Application Form from _____

For the post of _____ on _____

Application No: _____

Date: _____

Signature of the Receiving Assistant

Educational Qualifications: (Start from Senior Secondary onwards)

Examination Passed	Year of Passing	School/Board/College/University	% of Marks & Division	Subjects Offered

Your Familiarity with Computers and IT Systems: (Mark one or more as appropriate)

Never used Basic use like email/net surfing etc. Word Processors /Spreadsheets Proficiency in

Your Typing and Shorthand Skills (mention speed if yes):

	English	Hindi
Shorthand		
Typing		

Your Experience Details: (attach a separate sheet if space is insufficient)

Organization in which worked/Working	Nature of Employment along-with Designation	Period		Length of Experience in Years	Salary Drawn
		From	To		

Any Other Information that you may like to furnish:

I declare that the statements made in this Application Form are true to the best of my knowledge and belief.

Date: _____

Signature of the Applicant
