

**SRI GURU GOBIND SINGH COLLEGE OF COMMERCE**  
**( UNIVERSITY OF DELHI)**  
**Pitam Pura, Delhi—110034**  
Phone:20871262: Website [www.sggsc.ac.in](http://www.sggsc.ac.in)

Advt No.SGGSCC/NT/03/2024

Dated 5.7.2024

Sri Guru Gobind Singh College of Commerce (University of Delhi) invites online applications from eligible candidates for recruitment of the following non-teaching positions of the college, on permanent basis.

S.No.	Department	No. of post(s)	Reservation	Age Limit	Academic Pay Level (as per 7 CPC)
01.	Administrative Officer	01	LD(PWD)*	35 Years	Level-10
02.	Section Officer	01	Unreserved	35 Years	Level-7
03.	Junior Assistant	01	Unreserved	27 Years	Level-2

\*(LD – LOCOMOTOR DISABILITY)

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

Link for online application for Non-Teaching positions: <https://shorturl.at/k1BO2>

**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 Persons with Disability category)

**Desirable:**

- 1.At least 03 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:**

All the direct recruits should possess working knowledge of computers

**(ii) Section Officer:**

**Essential:**

Graduation from a recognized University.

**Desirable:**

- 1.Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/Secretarial Practice/Financial management/Accounts or equivalent Discipline.
- 2.Experience in handling educational administration/General Administration/Purchase/Accounts & Finance in a University/Research Institution/Government Department/PSU.

**(iii)Junior Assistant:**

**Essential:**

- 1.A Senior Secondary School Certificate(10+2) or its equivalent qualification from a recognized Board/University/Institution.
- 2.Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

**GENERAL NOTE:**

1.The eligible and interested applicants are required to apply online link: <https://shorturl.at/k1BO2> only. The link is available on the college website <https://sggsc.ac.in>. Candidates may keep a copy of his/her form for future reference.

2.Application fee should be submitted through online mode as per link given in the advertisement <https://shorturl.at/k1BO2>

Category	Fee
UNRESERVED/OBC/EWS	RS.700/- FOR EACH APPLICATION
No application fee shall be charged from SC/ST/PWBD /WOMEN candidates.	

**Fee once paid shall not be refunded under any circumstances.**

3.All posts shall be filled as per the Recruitment Rules,2020, Non-teaching Staff of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/UGC from time to time.

4.In accordance with the orders issued by the Central Government and adopted by the University, the upper age limit prescribed for the direct recruitment shall be relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) Persons with benchmark disability, Ex.Service-man and other specified categories.

5.The Upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of University/colleges(s). The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in atleast one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

6.The upper age limit for the posts advertised shall be determined as per the last date of submission of applications.

7.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 the candidate is found to be ineligible as per the prescribed qualification, experience etc, at any stage in the future during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.

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

9.A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.

10.All future correspondence regarding the date of Selection Committee meeting shall be uploaded on the college website only or/and sent to the email ID provided by the candidates. Candidates must ensure that the email ID provided by them is correct and should check their email(including spam) & college website on a regular basis. The college would not be responsible for any delay in formation due to technical reasons.

11.Application received with incomplete information or without requisite fees shall be rejected.

12. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
13. In case of any advertent 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 candidates.
14. 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.
15. The college will place corrigendum/addendum, if any, on the college website [www.sggsc.ac.in](http://www.sggsc.ac.in). only. Candidates are requested to monitor the same.
16. No TA/DA will be paid for attending the Written Test/ Interview.
17. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application self-certified copies/testimonials.
18. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
19. Applicants who are already in service must apply "through proper channel" alongwith No Objection Certificate(NOC) and Vigilance Clearance Certificate issued by respective employer.
20. Admit Cards will not be sent by Post. Eligible candidates may download their admit card from the college website.
21. Applications which do not meet the eligibility criteria given in this advertisement and/or incomplete applications will be summarily rejected.
22. In order to avoid last minute rush, the candidates are advised to apply early enough. College will not be responsible for any network problem or any such issue.
23. The Selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.
24. The last date for receipt of application is within two weeks from the date of publication of the advertisement in the newspaper/Employment News whichever is later.

*(DR. J. B. Singh)*

(DR. JATINDER BIR SINGH)  
PRINCIPAL

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