



Satyawati College

[University of Delhi]

Ashok Vihar, Phase-III, Delhi-110052

Phone No.011-27219570, Fax No.011-27446953 Website: www.satyawati.du.ac.in

Advt.No. SC/NTS/2016/01

Applications are invited through **on-line** for the following permanent Non-Teaching posts of the college.

Name of the Post	No. of Post	UR	SC	ST	OBC	PwD	Max Age	Pay Band +GP
Administrative Officer	01	01	--	--	--	--	35	15600-39100+GP 5400
Librarian	01	--	--	--	--	HH (01)	--	15600-39100+GP 6000
Professional Assistant	01	01	--	--	--	--	35	9300-34800+GP 4200
Senior Assistant	01	01	--	--	--	--	30	9300-34800+GP 4200
Semi Professional Assistant	01	01	--	--	--	--	35	5200-20200+GP 2800
Library Attendant	05	--	--	02	03	--	27	5200-20200+GP 1800
Computer Lab Attendant	01	--	--	--	--	VH (01)	27	5200-20200+GP 1800

UR: Unreserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, PwD: Persons with Disability, HH: Hearing Handicapped, OH: Orthopedic Handicapped, VH: Visually Handicapped

Note:

1. Candidate fulfilling the eligibility criteria as per Delhi University/UGC norms may fill the Online Application Form available on the college website www.satyawati.du.ac.in by clicking the link: **Online Application Form for the post of Non-teaching Staff.**
2. **Only PWD candidates may apply offline in the prescribed application form which can be downloaded from the college website.**
3. College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/ Reserved in Department may be increased or decreased as per University of Delhi rules.
4. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.
5. After applying online, a hard copy of the same must be submitted to the Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052 within 21 days from the date of publication of this advertisement, complete in all respect with self-attested copies of certificates, mark sheets, testimonials etc along with requisite fees.
6. The candidates are requested to pay online application fees of Rs.500/- for Unreserved/OBC and Rs.250/- for SC/ST. The fee is non-refundable. There will be no fee for PWD candidates.
7. Those in service should apply through proper channel.
8. For details please see the college website www.satyawati.du.ac.in
9. Any addendum/corrigendum shall be posted on the College website only.
10. The Last date for receipt of Applications is 21 days from the publication of this advertisement.

[Dr. Manjula Dass]
Officiating Principal

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

ADMINISTRATIVE OFFICER

15600-39100 + 5400 (GP)

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 SC/ST 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 with the approval of the Executive Council in this regard.
5. All the direct recruits should possess working knowledge of computers.

LIBRARIAN:

15600-39100 + 6000 (GP)

Essential:

1. 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.
2. Qualifying in the National Level Test conducted for the purposes by the UGC or any other agency approved by the UGC.

PROFESSIONAL ASSISTANT (LIBRARY):

9,300 – 34800 + 4,200 (GP)

Essential:

1. M. Lib. Sc/ M.L.I.Sc. Or Equivalent with 50% marks;
or
Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./B.L.I.Sc with 50% marks.
2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.

SENIOR ASSISTANT:

9,300 – 34800 + 4,200 (GP)

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, 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.
2. Minimum 4 Years of Administrative Experience.

SEMI PROFESSIONAL ASSISTANT (LIBRARY) :

5,200–20,200+2,800 (GP)

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
2. B.Lib.Sc / B.L.I.Sc with 50% Marks.
3. Course in computer application at Graduate or PG Level or 6 months computer course from a recognized institution.

LIBRARY ATTENDANT:

5,200 – 20,200 + 1,800 (GP)

Essential:

1. Passed 10th or equivalent examination from any State Education 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.

COMPUTER LAB ATTENDANT:

5,200 – 20,200 + 1,800 (GP)

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
2. Certificate in Computer Science/Application from a recognized Institution.

Desirable:

1. Computer as a subject at Secondary level or Basic course in Computers from any Institution.

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS.

1. Log on to www.satyawati.du.ac.in
2. Before filling up the form, candidates are advised to carefully go through the Advertisement .No. SC/NTS/2016/01 available on the college website and confirm your eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
3. Candidate is advised to pay online fees i.e. Rs.500/- for Unreserved/OBC candidates and Rs.250/- for SC/ST and there is no fees for PWD.
4. Field with red star (*) marks are mandatory and essential to be filled in by the Candidate.
5. Once you click the “Submit” button, no more changes can be made. Please be sure to review your application carefully before submission.
6. A separate on-line application form has to be submitted for each post.
7. Candidature may be cancelled if more than one application is submitted for the same post.
8. The eligible and interested persons are required to apply on-line in the format available on the college website www.satyawati.du.ac.in.
9. After submission of on-line form, a confirmation page (Application form) will open which will have all the information entered by the candidate with his/her registration number.
10. The last date of submission of online application form is 09.07.2016 till 11:59:59 p.m. for this advertisement.
11. After applying online, a hard copy of the same must be submitted to the Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052 within 21 days from the date of publication of this advertisement, complete in all respect with self-attested copies of certificates, mark sheets, testimonials etc along with requisite fees.
12. In case any candidate is found to have furnished false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.
13. The date of written examination for each post will be notified on the college website.
14. Applicants are required to check the college website on regular basis.
15. Admits Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website i.e. www.satyawati.du.ac.in.
16. Candidates are required to furnish correct/exact email ID for College correspondence.
17. In order to avoid last minutes rush, the candidates are advised to apply early enough, College will not be responsible for any network problem or postal delay or any other such type of problem

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview. The selection shall be based on the performance of the candidate in the written test and interview.
2. College reserves the right to conduct written test for all the posts.
3. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
4. 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 of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
5. 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 they have rendered at least three years regular service in the University and its Colleges.
6. 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 rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
7. 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 services rendered by them one time exemption provided they have put at least one year of services.
8. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
9. Applications fee is to be deposited through online as per the details given below:-

S No.	Category	Amount
(a)	UR/OBC	Rs. 500/-
(b)	SC/ST	Rs. 250/-
(c)	PWD	- Nil
10. Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to 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 defence service should submit a certificate from a competent authority that they will be relieved from defense services.

11. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
12. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
13. Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
14. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
15. The number of 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.
16. Fees once paid shall not be refunded under any circumstances.
17. All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
18. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.
19. The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the online form.
20. The College shall not be responsible for any delay/loss due to postal or technical reasons.
21. Applications received without complete information or without requisite fees shall be rejected.
22. 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, it is detected that 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.
23. 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 right to modify/cancel/withdraw any communication made to the candidate.
24. The eligible and interested persons are required to apply on-line on the college website www.satyawati.du.ac.in. After applying online, a hard copy of the same must be submitted to the Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052 within 21 days from the date of publication of this advertisement, complete in all respect with self-attested copies of certificates, mark sheets, testimonials etc along with requisite fees.

[Dr. Manjula Dass]
Officiating Principal