



KIRORI MAL COLLEGE: DELHI

(University of Delhi)
North Campus, Delhi – 110007
Phone: 011-27667861

Website: www.kmcollege.ac.in

Ref.No.KMC/Adm.18-19/Non-teaching Posts/001 dated : 13.10.2018

Applications are invited in the prescribed format for the following posts on permanent basis. The full details of the advertisement are available on the college website: www.kmcollege.ac.in. The application form can be downloaded from College website.

Candidates who had applied earlier need to apply again as the earlier applications will not be valid in this case. Candidates who had applied earlier with fees may ask for refund.

The last date for receipt of application is within 21 days from the date of publication of the advertisement i.e. **02.11.2018**

S. No.	Name of the Post	Group	Total Post	UR	OBC	SC	ST	PwD	Max. age	Pay Band	Grade Pay (pre-revised)
1.	Administrative Officer	A	01	--	--	--	--	01 (OH)	35	PB-3	5400
2.	Professional Assistant	B	01	01	--	--	--	--	35	PB-2	4200
3.	Semi Professional Assistant (Library)	C	01	01	--	--	--	--	35	PB-1	2800
4.	Senior Assistant	B	01	--	--	--	--	01 VH(BLV)	35	PB-2	4200
5.	Junior Assistant	C	05	04	01	--	--	--	27	PB-1	1900
6.	MTS – Library Attendant	C	02	--	01	--	01	--	27	PB-1	1800
7.	MTS – Computer Lab Attendant	C	01	01	--	--	--	--	27	PB-1	1800

UR: Unreserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, VH (LV) & OH stand for Visually Handicapped (Low Vision) & Orthopedically Handicapped respectively. Candidates applying under PwD must have disability of at least 40%.

The candidates are instructed to carefully read the eligibility criteria along with the General instructions to fill the application form.

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

V. Chauhan
Principal
DR. VIBHA SINGH CHAUHAN
PRINCIPAL
KIRORI MAL COLLEGE
(UNIVERSITY OF DELHI)
DELHI-110 007

ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

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

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 :

I. 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.

II. 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 extant guidelines of University of Delhi/UGC).

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 discussion with senior functionaries and Academicians.
2. He /She 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 written test to adjudge there ability of expression and knowledge of administrative aspects relating to educational administration, the selection being basis on 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.

2. PROFESSIONAL ASSISTANT: (PB-2) 9300-34800 + 4200 G.P.

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.

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

3. SEMI PROFESSIONAL ASSISTANT (SPA): (PB-1) 5200 – 20200 + 2800 G.P.

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.

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

4. SENIOR ASSISTANT: (PB-2) 9300-34800 + 4200 G.P.

Essential:

A. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computer, and Diploma / Certificate of minimum six 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. Minimum four years of Administrative Experience.

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

5. JUNIOR ASSISTANT: (PB-1) 5200 – 20200 + 1900 G.P.

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)

6. M.T.S. – LIBRARY ATTENDANT: (PB-1) 5200 – 20200 + 1800 G.P.

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)

**7. M.T.S. – COMPUTER LABORATORY ATTENDANT:
(PB-1) 5200 – 20200 + 1800 G.P.**

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).

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.
2. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application.
3. 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.

4. 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.
5. As per approved PwD Roster the post of Senior Assistant has been identified for Visually Handicapped (Blind & Low Vision) having disability of at least 40%. The post of Administrative 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.5: **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. 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.
9. 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.
10. 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.
11. The upper age limit for the posts advertised shall be determined as on the last date of submission of applications, i.e. **02.11.2018**.
12. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application, i.e. **02.11.2018**.
13. 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.

14. 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.
15. All the candidates who are applying for more than one post are required to fill up separate application forms.
16. 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.
17. 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 categories who suffer from not less than 40 percent of disability.
18. 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.
19. 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.
20. 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.
21. **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.**
22. 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.
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 the right to modify / cancel / withdraw any communication made to the candidate.
24. Application fee should be submitted through Demand Draft drawn in favour of **“Principal, Kirori Mal College, Delhi** only as per the details given below:-

Category	Fee (Rs.)
UR / OBC	250/-
No application fee shall be charged from SC, ST, PwD and Women Applicants.	

- 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:

- Application should be addressed to :

**The Principal
Kirori Mal College
University of Delhi
Delhi – 110007**

- Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.

V. Chauhan
Principal

**Dr. VIBHA SINGH CHAUHAN
PRINCIPAL
KIRORI MAL COLLEGE
(UNIVERSITY OF DELHI)
DELHI-110 007**

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S. No.	Name of the Post	Group	Total Post	UR	OBC	SC	ST	PHD	Min Age	Max Age	Grade Pay (Rs- monthly)
1.	Administrative Officer	A	01	-	-	-	-	01 (PHD)	25	35-2	5400
2.	Professional Assistant	B	01	01	-	-	-	-	25	35-1	4300
3.	Non-Professional Assistant (General)	C	01	01	-	-	-	-	25	30-1	2800
4.	Senior Assistant	B	01	-	-	-	-	01 (VR/BSV)	35	35-2	4300
5.	Junior Assistant	C	05	04	01	-	-	-	27	35-1	1900
6.	MTS - Lower	E	2000	-	01	-	01	-	27	35-1	1800
7.	MTS - Computer Lab	E	01	01	-	-	-	-	27	35-1	1800

UR: Unreserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, VII (A) & VIII grade for Visually Handicapped (Low, Blind & Orthopedically Handicapped respectively). Candidates applying under UR must have disability of at least 40%.

The candidates are instructed to carefully read the eligibility criteria along with the General instructions in all the application form.

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

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