



# GARGI COLLEGE

(University of Delhi)  
Siri Fort Road, New Delhi – 110 049  
Phone: 2649 4544

Advertisement No. : GC/Recruit/2018/01

Dated : 07.03.2018

Applications are invited in the prescribed format for the following permanent posts. Full details of the advertisement are available on the College website: [www.gargi.du.ac.in](http://www.gargi.du.ac.in) and [www.du.ac.in](http://www.du.ac.in)

S. No	Name of the Post	Total	UR	OBC	SC	ST	PwD	Max. Age	Pay Band	Grade Pay
1	Sr. Technical Assistant (Computer)	01	01	-	-	-	-	35	PB-2	4200
2	Senior Assistant	01	01	-	-	-	-	30	PB-2	4200
3	Professional Assistant(Library)	01	-	-	-	-	01(OH)*	35	PB-2	4200
4	Semi Professional Assistant (Library)	02	02	-	-	-	-	35	PB-1	2800
5	Assistant	01	01	-	-	-	-	30	PB-1	2400
6	Junior Assistant	04	-	03	01	-	-	27	PB-1	1900

\*Orthopedically Handicapped

The candidates are instructed to carefully read the eligibility criteria alongwith General instructions to fill the application form, which is to be submitted latest by 28.03.2018.

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

Sd/-

Principal(Offg.)

**ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS (AS PER UNIVERSITY NORMS )**

**1. SENIOR TECHNICAL ASSISTANT (COMPUTER)**

**Pay Band-2 9300 – 34800 + 4200 G.P.**

**Total Post: 01(UR)**

**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 / Govt. of India).

**2. SENIOR ASSISTANT**

**Pay Band-2, 9300 - 34800 + 4200 G.P.**

**No of Post: 01 (UR)**

**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.

**Desirable:**

1. Two years experience in Educational Administration, General Admn./ Accounts & Finance / Purchase / Personnel / HR / Legal etc. in a University/Research Institution / Government Department/bodies/PSU or reputed commercial establishment.
2. Professional Qualification like L.L.B or PG Diploma in Business Administration or MCA/PGDA or CA (Inter)/ICWA(Inter).

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

**3. PROFESSIONAL ASSISTANT(LIBRARY)**

**Pay Band-2, Rs. 9300 - 34800 + Grade Pay of Rs. 4200/-**

**No of Posts: 01 (Reserved for Orthopedically Handicapped)**

**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% marks 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 guidelines of University of Delhi / Govt. of India).

**4. SEMI PROFESSIONAL ASSISTANT(LIBRARY)**

**Pay Band-1 5200 – 20200 + 2800 G.P.**

**Total Posts: 02 (UR)**

**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 / Govt. of India).

**5. ASSISTANT**

**(PB-1) 5200 – 20200 + 2400 G.P.**

**Total Post: 01(UR)**

**Essential :**

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 / Govt. of India)

6. **JUNIOR ASSISTANT**

**(PB-1) 5200 – 20200 + 1900 G.P.**

**(Total Posts: 04, 1(SC), 3 (OBC))**

**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 / Govt. of India)

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. 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.
2. 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), Persons with disabilities, 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.
3. 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.
4. 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.
5. 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.
6. The upper age limit for the posts advertised shall be determined as on the last date of submission of application.
7. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
8. Candidates belonging to SC / ST / OBC and Persons with disabilities categories should mention their category specifically in their applications and attach certificate of proof issued by the competent authority. 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 defence services should submit a certificate from a competent authority that they will be relieved from defence services.
9. 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.
10. All the candidates who are applying for more than one post are required to fill up separate application forms.
11. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.
12. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application.
13. The number of unreserved / reserved posts advertised may vary, and the college reserves the right to cancel/partially fill any vacancy without assigning any reason whatsoever.
14. 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.
15. All expenses for appearing in written test/s, practical or skill test (if any) shall be borne by the candidates themselves. No. TA / DA shall be paid.

16. **Please note that all future correspondence regarding the date of written examination/s, skill test/s, 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.**
17. 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.
18. 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.
19. Orthopedically Handicapped ( Candidates applying under PwD category must have disability of at least 40%).
20. Application fee must be submitted in form of Demand Draft in favour of Principal, Gargi College, Payable at State Bank of India, Gargi College Branch, New Delhi, as per the details given below:-

	<b>Category</b>	<b>Fee (Rs.)</b>
For S. No. 1-5	UR/OBC	500/-
	SC/ST	250/-
For S. No. 6	UR/OBC	300/-
	SC/ST	150/-

**No application fee shall be charged from PwD , Women and current employees of Gargi College.**

21. On the date of examination candidates should bring with them a proof of Photo identity - Pan Card, Voter Card, Driving License, Aadhar card alongwith admit card.
22. Candidates already in service must apply through proper channel.
23. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for the test.
24. Application duly completed in all respects, with attested or self attested copies of certificates of educational qualification etc. should reach the undersigned within 21 days from the date of publication of this advertisement. Applications received thereafter will not be entertained and the college will not be responsible for any postal delay
25. Candidates may note that only prescribed application form downloaded from [www.gargi.du.ac.in](http://www.gargi.du.ac.in) and [www.du.ac.in](http://www.du.ac.in) will be accepted. Application forms may be submitted to college office from 10:00 a.m. to 5.00 p.m. on all working days.

Sd/-

**Principal(Offg.)**



**GARGI COLLEGE**  
**SIRI FORT ROAD : NEW DELHI-110049**

Advt. Source .....

Dated .....

**(Application form for Non Teaching posts)**

**Application for the post of** \_\_\_\_\_

1. Name(in block letters) \_\_\_\_\_

2. Father's / Mother's / Husband's Name \_\_\_\_\_

3. Date of birth \_\_\_\_\_ Age as on(date)\_\_\_\_ Yrs. \_\_\_\_ Months \_\_\_\_ days

4. Sex : Male / female

5. Marital Status: Married / Unmarried 6. Nationality: \_\_\_\_\_

7. Category to which he/she belongs to : UR / S.C. / S.T. / O.B.C. / PwD

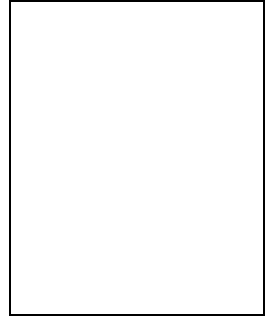
8. Present Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Mob.No. \_\_\_\_\_

9. Email Address \_\_\_\_\_

10. Permanent Address \_\_\_\_\_  
 \_\_\_\_\_

11. Details of Educational/ Professional Qualification: (attach separate sheet if necessary)

	<b>Examination Passed</b>	<b>Division</b>	<b>Percentage of Marks</b>	<b>Name of the Board / University</b>	<b>Year</b>
1					
2					
3					
4					
5					
6					
7					



12. Working Experience if any: (attach separate sheet if necessary)

	Name of Organization	Designation	Salary drawn	Period Served
1				
2				
3				
4				

13. Indicate the time required to join, if selected \_\_\_\_\_

14. Typing speed (w.p.m.) \_\_\_\_\_ Shorthand speed(w.p.m) \_\_\_\_\_

15. Computer Knowledge (if any) \_\_\_\_\_  
\_\_\_\_\_

16. Application fee \_\_\_\_\_ Bank Demand Draft No. \_\_\_\_\_

17. Issuing Bank \_\_\_\_\_ Date of issue of Draft \_\_\_\_\_

18. Two references not related to you, of which at least one should be your present employer(if any)

S.No.	Name of Referee	Occupation	Address with Telephone No.
1			
2			

I declare that all the statements made in this application form are true to the best of my knowledge and belief and nothing has been concealed. At any time, I am found to have concealed any material information or given any false details; my appointment shall be liable to summary termination without notice or compensation.

**Signature of the Applicant**

Dated :

Encls :

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- Note :**
1. A separate application form is to be submitted for each post.
  2. All statements made in this application must be supported by attested copies of certificates/testimonials.
  3. Applicants who are in employment should send their applications through their employers.
  4. One passport size photograph should be pasted on the application form.
  5. No enquiry will be entertained in regard to this application.
  6. No T.A./D.A. will be paid for attending the prescribed test and interview.
  7. Incomplete application will be rejected.





# GARGI COLLEGE : NEW DELHI (University of Delhi)

Phone No.: 26494544, Website: www.gargi.du.ac.in

## ADMIT CARD

Written Test for the post of \_\_\_\_\_

(to be filled by the candidate)

Roll No.	:	_____
Date of Examination:		_____
Address of Examination Centre :		Gargi College Siri Fort Road New Delhi-110049

Paste Passport  
Size Photograph  
(Self Attested)

(For office use only)

### PARTICULARS OF CANDIDATE (to be filled by the candidate)

Name of Candidate : \_\_\_\_\_

Father's/ Husband's Name : \_\_\_\_\_

Category : \_\_\_\_\_ (General/OBC/SC/ST/PwD)

Address of Candidate : \_\_\_\_\_

\_\_\_\_\_

Principal



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Written Test for the post of \_\_\_\_\_

(to be filled by the candidate)

Roll No.	:	_____
Date of Examination:		_____
Address of Examination Centre :		Gargi College Siri Fort Road New Delhi-110049

Paste Passport  
Size Photograph  
(Self Attested)

(For office use only)

### PARTICULARS OF CANDIDATE (to be filled by the candidate)

Name of Candidate : \_\_\_\_\_

Father's/ Husband's Name : \_\_\_\_\_

Category : \_\_\_\_\_ (General/OBC/SC/ST/PwD)

Address of Candidate : \_\_\_\_\_

\_\_\_\_\_

Principal