

# RAMANUJAN COLLEGE

(University of Delhi)

Kalkaji, New Delhi – 110019.

Ph- 011-26430192, Fax – 011-26421826

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

Subject	Pay Level	Age	No. of Post(s)	UR	OBC	EWS	SC	ST	PwBD
Administrative Officer	10	35	01	-	-	-	-	-	01-(LD)
Senior Personal Assistant	7	35	01	01	-	-	-	-	-
Professional Assistant	6	35	01	-	-	-	-	-	01 (HI)
Semi Professional Assistant	5	30	02	02	-	-	-	-	-
Laboratory Assistant	4	30	02	02	-	-	-	-	-
Junior Assistant	2	27	03	02	01	-	-	-	-
<b>MTS- Library</b>	1	27	03	02	-	01	-	-	-
<b>MTS- Laboratory</b>	1	27	01	01	-	-	-	-	-

UR-Unreserved, OBC-other Backward Classes, SC-Schedule Caste, ST-Schedule Tribe, PwBD – Persons with Benchmark Disability (LD- Locomotor Disability, HI- Hearing Impaired) (\* Pay Scale as per 7th Pay Commission).

Candidates fulfilling the eligibility criteria may fill the online Application Form available on the college website [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in) The PwD candidate can fill the form offline also which is also available on the college website. For qualifications and other details, please visit the College website [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in). **The last date of submission of online application is 19<sup>th</sup> Feb 2021**

Any addendum/corrigendum shall be posted only on the college website.

**(Principal)**

**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:**

**ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.**

**1. ADMINISTRATIVE OFFICER:**

**Essential:**

- (a) Good academic record with 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/PwD category).

**Desirable:**

- (a) 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.
- (b) LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

**2 SENIOR PERSONAL ASSISTANT:**

**Essential:**

- (a) A Bachelor Degree from recognized University.
- (b) At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
- (c) Skill test norms
- (i) Dictation: 10 minutes at an average speed of 100 w.p.m.
  - (ii) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (iii) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.

**Desirable:**

- (a) Degree/Diploma in Computer Application/Science.
- (b) Diploma in Office Management and Secretarial practice.
- (c) Knowledge of service rules applicable for Central Government establishments.

**3. PROFESSIONAL ASSISTANT (LIBRARY):**

**Essential:**

- (a) M. Lib. Sc/ M.L.I.Sc. Or Equivalent

Or

Master's Degree in Arts/Science/Commerce or any other discipline and B.Lib. Sc./ B.L.I.Sc

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

**Essential:**

- (a) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification.
- (b) B.Lib.Sc/B.L.I.Sc.
- (c) Course in computer application at Graduate or PG Level or 6 months computer course from a recognized/registered institution.

**5. LABORATORY ASSISTANT (PSYCHOLOGY LAB):**

**Essential:**

- (a) Should have passed Senior Secondary (10+2) or an equivalent examination with Science Subjects.

OR

Graduate with relevant subjects.

**6. JUNIOR ASSISTANT:**

**Essential:**

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

**7. M.T.S. – LIBRARY :**

**Essential:**

- (a) Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Government recognized Institution
- (b) Certificate in Library Science/Library & Information Science from a recognised Institution.

**Desirable:**

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

**8. M.T.S.- LABORATORY: STATISTICS LAB**

**Essential:**

- (a) Should have passed 10<sup>th</sup> or an equivalent examination with Science Subjects from recognize Board.

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## GENERAL INSTRUCTIONS TO THE CANDIDATES :

- 1 Selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.
- 2 The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.
- 3 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.
- 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 such as prescribed by the University of Delhi/U.G.C. from time to time.
- 5 The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
- 6 The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.
- 7 The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(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 at least 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).
- 8 The upper age limit for the posts advertised shall be determined as on last date of submission of applications i.e. 19/02/2021
- 9 All candidates should have fulfilled the minimum eligibility (education qualifications and experience) on the closing date of submission of application i.e. 19/02/2021
- 10 Application fee should be submitted through online mode only as per the details given below:-

Category	Fee
UR/OBC/EWS ( No Application fee shall be charged from Women Candidates of all categories.)	₹ 500--/- (for each application)
No Application fee shall be charged from the SC/ST/PwD/ candidates	
No Application fee shall be charged from Women Candidates of all categories as per the University Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016.	

- 11 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.
12. 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.
- 13 Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
- 14 Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
- 15 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.
- 16 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.
17. 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](http://www.persmin.nic.in). Only such persons would be eligible for reservation in services / posts under VH / OH / HH categories who suffer from not less than 40% of disability.
- 18 Candidates called for written test/skill test etc. shall do so at their own expenses. No. TA/DA shall be paid.
- 19 Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
- 20 A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
- 21 Please note that all future correspondence regarding the date of written examination/Skill test 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 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 (**[www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in)**)

- 23 Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
- 24 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.
- 25 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.
- 26 The eligible and interested persons are required to apply on-line on the college **website [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in)**. Applications other than on-line mode, will not be accepted. Applications are also required to submit the hard copy of online form duly signed by the applicants along with one passport size photograph (pasted on the hard copy of online form)) and self-attested copies of the certificates, date of birth, experience, caste etc. to Ramanujan College, Kalkaji, New Delhi – 110019 latest by 21/02/2021 till 5.00 p.m.. Both submission of the online application as well as subsequently the hard copy of online form is mandatory along with the testimonials/certificates/application fee. Candidate may keep the copy of his/her form for future reference.
- 27 After submission of on-line form, , candidates need to print the hard copy of online form and paste the recent passport size photograph on this form, sign it and send it to following address latest by 21/02/2021 till 5.00 p.m.
- The Principal  
Ramanujan College  
(University of Delhi)  
Kalkaji, New Delhi – 110019
- 28 The last date of submission of online application form is 19/02/2021 till 11:59:59 p.m. for this advertisement.
- 29 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 any other such type of problem.

**Sd/-  
Principal**

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**(University of Delhi)**

Kalkaji, New Delhi – 110019.

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Advt.No. NTS/12/2020/01

Online applications are invited from the eligible candidates for the various Non-Teaching vacant positions in the college. The complete details pertaining to the name of posts, vacancy positions and qualifications etc. are available on the college website [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in) The last date of submission of online application is 19/02/2021

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***Principal***