MAHARAJA AGRASEN COLLEGE
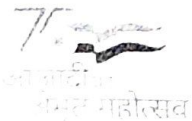## UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE, DELHI-110096

Ref No. MAC/Rect./ADMIN/2023/02　　　　　　　　**Dated: - 05.12.2023**

RECRUITMENT NOTICE

Applications are invited in the prescribed application form for the following posts on contractual basis initially for a period of six months which is extendable for further period depending upon the performance of the selected candidates.

S.No.	Name of Post	No. of Posts	Salary (per month)
1	Junior Assistant	03	Rs. 19,900/- + applicable D.A
2	Semi-Professional Assistant	01	Rs. 29,200/- + applicable D.A.
3	Senior Technical Assistant (Computer)	02	Rs. 35,400/- + applicable D.A.

Last Date to apply for the post is 20th December, 2023 by 5.00 PM. Applications received after the said date and time shall be summarily rejected.

The eligibility conditions are as under: -

1. JUNIOR ASSISTANT

Educational and other Qualification

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.e.f in Hindi Typewriting through Computers.

2. SEMI-PROFESSIONAL ASSISTANT

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification.
2. B.Lib. Sc./B.L.I.Sc
3. Course of computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

3. SENIOR TECHNICAL ASSISTANT

Essential: -

B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications

OR

M.Sc. (Computer Science) or MCA, with 01-year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification.
2. B.Lib. Sc./B.L.I.Sc
3. Course of computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

NOTE: -

1. Any change in schedule will be notified through college website only.
2. The written and typing test will be conducted in the date & time notified in the college website as per University of Delhi rules/scheme of examination for the said post.
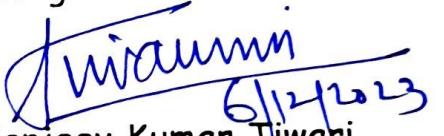
Documents Required: -

The Candidates are required to attach the following documents: -

(i)   10th Certificate

(ii)   12th Marks Sheet

(iii)   Graduation Degree

(iv)   Work Experience (if any)

(v)   Address Proof

(vi)   Any other supporting documents

IMPORTANT INSTRUCTIONS:

1. Incomplete applications shall be summarily rejected. Applications without the supporting documents shall be considered incomplete.

2. All the candidates will be required to appear for a written test and typing test to adjudge their ability of expression and knowledge. The selection will be based on the performance of the candidates in written test and typing test.

3. The college reserves the right to change the nature and/or number of post advertised or to abolish the post without assigning any reason thereof.

4. The college reserves the right to fill or not fill any/all the post advertised.

5. The post is on Contractual Basis and the services can be terminated at any time without any notice or without any reasons thereof. Incomplete details in application or application submitted without photograph along with supporting documents shall be rejected.

6. Any addendum and corrigendum will be notified on the college website only.

7. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.

8. Canvassing in any form shall be a disqualification

9.   Candidates are also advised to monitor the college website before coming to the test venue and are required to report at the test venue an hour before the commencement of the test.

10. No TA/DA will be paid for attending the Test

11. Candidature of the candidate to the Test is entirely provisional and subject to fulfil the required qualification, experience and verification of documents.

12. Candidate must bring the identity proof such as Driving License/Voter-Card/Passport/PAN Card and Aadhar Card at the time of written test.

13. Please note no separate letters are being issued by the college

Prof. Sanjeev Kumar Tiwari
Principal (Oftg.)

MAHARAJA AGRASEN COLLEGE
University of Delhi

VASUNDHARA ENCLAVE, DElHI-ll0096

Application No…………………………

(to be filled by the office)

Application Form for Non-Teaching Post & Technical Post

(Please read the notes given at the end before filling the form)

Post applied for ………………………………………………………………………………………

In the Department of ……………………………………………………………………………………

Advt. No. ……………………………………………….Dated……...

Details of Demand Draft/IPO Name of issuing Bank /Post Office…………………………..

DD / IPO No. ………………...Date………….   .Amt………………

1. Name (in block letters):-
……………………………………………………………………………..

2. Father's/Husband's Name: -
……………………………………………….............................

3. (i)Date of Birth (in figures)……………………(in words): ………………………………

(ii)   Age :……………Years : ………………Months (as on date: ……………………)

Tel. No……………………Mob. No:- ………………………………..

Email ID……………………………………………………………………………...

4. Nationality : …………..   Male/Female:…………….. Married/Unmarried:-………………

5. Postal Address: …………………………………………………………………………

…………………………………………………………………………………………..

Pin Code:- …………………………………………..

6. PermanentAddress:………………......................………………………………………….

……………………………………………………………………………………………

Pin Code:- …………………………………………..

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate caste & attach a photocopy:- ….......................................

8. Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action? If so, attach certificates …………………………………………………

9. Educational Qualifications starting from 10th standard: Please attach relevant certificates & use separate sheet if required.

10.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

11. Technical Qualifications: Please attach relevant certificates & use separate sheet if required.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

12. Experience, if any (Administrative/Technical/Any other): Please attach relevant certificates & **use separate sheet if required**

Name of the organization	Post held/ Designation	Salary & other emoluments	Period		Length of Experience		Nature of Duties Performed
			From	To	Year	Mths	

13.Special interest if any:

....……………………
…………………………………………………………………………………………….

14. Do you know typewriting/shorthand? If so, state speed:

                          English   Hindi

    Shorthand: …….……………w.p.m   ……………………w.p.m.

    Typewriting: …….……………w.p.m.   …………………..w.p.m

15. Any other information: ……………………………..………………....................

    ……………………………………………………………………………………………

16. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

    ....

    ....

17. Give name and details of 2 references:-

    Name: …………………………………   Name : ………………………………………..……

Address: …………………………………   Address: ……………………………………………

……………………………………………   ………………………………………………………

Mobile : ………………………………………..   Mobile……………………………………………..

Email: ………………………………………..   Email: …………………………………………….

Dated:……………………..:   ……………………………

Signature of the Applicant

For applicants in Employment.

The facts stated in the above application have been verified and found correct and no vigilance or disciplinary enquiry is pending.

Dated: ………………..:   ………………………………..............

Head of the Department/Institution

(With Seal)

Declaration.:

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my

Candidature may be cancelled at any stage.

Dated: ……………………..:   Signature of the Applicant

Notes :

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. Incase a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
7. Applicants who are in employment should send their applications through proper channel.
8. No. T.A/D.A will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary