RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI : 110015
(UNIVERSITY OF DELHI)

RC/RG/152/2020/

Date: 13·02·2020

NOTICE

Applications are invited on the prescribed application format from the eligible candidates for the following posts of Non-Teaching Staff. The applications giving full particulars together with self- attested copies of the certificates with a fee of Rs. 250/- for General/OBC Candidates and Rs. 100/- for SC/ST candidates in the form of Demand Draft drawn in favour of the Principal, Rajdhani College, payable at Delhi, should reach the Principal, Rajdhani College, Raja Garden, New Delhi-110015 by 14.03.2020 or 15 days from the date of publication of the advertisement in Employment Newspaper, whichever is later. There is no fee for the women / PwBD candidates. The application may be obtained in person from the office or may be downloaded from the College website rajdhanicollege.ac.in. Please visit the college website for further details:

S.No	Name of the Post	UR	OBC	SC	ST	PwBD	EWS	Upper Age limit	Essential Qualification	Pay Level
1	Laboratory Assistant (Physics & Electronics)	-	1**	-	1*	-	-	30 Years	1.Should have passed Senior Secondary (10 +2) or an equivalent examination with science subjects with 50% or B.Sc. Graduates.	Pay Level- IV Rs. 25,500-81100/-
2	MTS Laboratory (Laboratory Attendant) (Chemistry)	2**	1**	1**	-	-	-	27 Years	Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board.	Pay Level -I Rs. 18,000-56900/-
3	MTS Laboratory (Laboratory Attendant) (Physics & Electronics)	2**	1**	1**	1**	-	-	27 Years	Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board..	Pay Level -I. Rs. 18,000-56900/-
4	MTS Laboratory (Laboratory Attendant) (Computer)	1	-	-	-	-	-	27 Years	Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board.	Pay Level - I Rs. 18,000-56900/-
5	MTS Library (Library Attendant)	1	-	-	-	-	-	27 Years	1.Passed 10th or equivalent examination from any State Education Board or Government recognised Institution. 2.Certificate in Library Science/Library & Information Science from a recognised institution. **Desirable:** 1.Computer as a subject at Secondary level or Basic course in Computers from any Institution.	Pay Level -I Rs. 18,000-56900/-
6	Senior Assistant	-	-	-	-	VI-01**	-	30 Years	**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 06 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.	Pay Level – VI Rs.35400-112400/-

| 7 | Senior Technical Assistant | 1+1** | - | - | - | - | - | 35 years | **Essential:**
MCA
Or
M.Sc. (Computer Science/IT) from a recognised 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. | Pay Level- VI Rs.35400-112400/- |

* denotes backlog vacancy.

** denotes UGC approval is awaited.

UR-Unreserved, OBC-Other Backward Classes, SC- Schedule Caste, ST- Schedule Tribe, EWS- Economically Weaker Section, PwBD- Persons with Benchmark Disability, VI- Visually Impairment.

Note:

1. The age relaxation to reserved categories as per rules.
2. Candidates are required to specify category and also attach documentary proof with application.
3. The candidates applying under PwBD category must specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.
4. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by 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.
5. The candidates already in service must apply through proper channel.
6. The college reserves the right to change the nature/ or number or post and not to fill up any or all the post(s) advertised.
7. Separate application have to be submitted for each post.
8. Merely fulfilling the minimum eligibility conditions does not entitle the candidates to be called for written test.
9. The applications received shall be screened in accordance with the guidelines laid down by the university in this regard, to restrict the no. of candidates.
10. No application shall be entertained through Email/fax.
11. The application received incomplete/or after due date will be summarily rejected . If copies of all relevant certificates, degrees , testimonials etc. are not enclosed , such applications will be treated as incomplete applications.
12. All the direct recruits/applicants will be required to appear in a written /skill test to adjudge their professional/technical knowledge as per the requirement of the posts. The selection shall be based on the performance of the candidate in the written/skill test.
13. Any Adendum/ Corrigedum/ Information in this regard will be given on College website only.

Dr. Rajesh Giri   13.2.2020
Offg. Principal

RAJDHANI COLLEGE: RAJA GARDEN: NEW DELHI-110015
(University of Delhi)
राजधानी कॉलेज : राजा गार्डन: नई दिल्ली-110015
(दिल्ली विश्वविद्यालय)

Application Form for Non-Teaching and Technical Posts
गैर–शैक्षिक और तकनीकी पदो के लिए आवेदन–पत्र

(Please read the notes given at the end before filling the form)
(कृपया आवेदन–पत्र भरने से पहले अंत में दी गई टिप्पणी पढ़ें)

> Please paste duly attested passport size photograph here
> यहां पासपोर्ट आकार का साध्यांकित फोटो चिपकाइए

Post applied for ....
पद (जिसके लिए आवेदन किया है।)

In the Department of...
विभाग का नाम (जिसमें वह पद भरा जाना है)

Advt. No. .... Dated............................
विज्ञापन सं.   दिनांक

1. Name (in block letters):..
   नाग (स्पष्ट शब्दों में)

2. Father's/Husband's Name..
   पिता/पति का नाम

3. (i) Date of Birth (in figures)...
        जन्म–तिथि

        (in words):...
        (शब्दों में)

   (ii) Age :.................Years :.............Months (as on date: ....)
        आयु   वर्ष   माह (...............................तिथि को)

        Tel. No..................Mob. No..............Email ID.................
        टेलिफोन न...............गोबाइल न.............ई –मेल

4. Nationality :...............Male/Female:...........Married/Unmarried:...........
   राष्ट्रीयता   (पुरुष/स्त्री)   (विवाहित/अविवाहित)

5. Postal Address:.....................   Permanent Address:....................
   पत्र व्यवहार का पता:   स्थाई पता:

   ....

   ....

   Pin Code:...............................   Pin Code:...............................
   पिन कोड   पिन कोड

6. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List). PWD (VH/OH/HH). If yes. please indicate & attach copy of the certificate: ....

   क्या आप अनुसूचित जाति/अनुसूचित जनजाति या पिछड़ी जाति (केंद्रीय सूची) के हैं? यदि हां. तो जाति/जनजाति का नाम लिखिए और इस संबंध में प्रगाणपत्र की प्रतिलिपि साथ लगाइए।

7. Are you Ex-Serviceman/Disabled Defence Personnel/Development of Defence Personnel Killed in action? If so. attach copy of the Certificate:..

   क्या आप भूतपूर्व सैनिक/अपंग सुरक्षा कर्मचारी/किसी ऐसे सुरक्षा कर्मचारी के आश्रित हैं जो किसी सैनिक कार्यवाही में मारा गया हो? यदि हां. तो इस बारे में प्रगाणपत्र की प्रतिलिपि संलग्न कीजिए।

P.T.O
(कृपया पृष्ठ उलटिए)

8. Educational Quaifications:
   शैक्षिक योग्यताएं :

Examination Passed परीक्षा उत्तीर्ण की	Year of Passing उत्तीर्ण होने का वर्ष	Name of the School/College/ University attended किस विद्यालय / महाविद्यालय / विश्वविद्यालय का नाम	Div. श्रेणी	% age प्रतिशत	Subjects offered परीक्षा के विषय

9. Technical Qualifications:
   तकनीकी योग्यतायें:

Examination Passed परीक्षा उत्तीर्ण की	Year of Passing उत्तीर्ण होने का वर्ष	Institution/ संस्थान	Div. श्रेणी	% age प्रतिशत	Subjects offered परीक्षा के लिए

10. Special interest, if any:...
    विशेष रूचि, यदि हो तो:...
    ....

11. Experience, if any (Administrative/Technical/Any other):
    अनुभव (यदि कोई है - प्रशासनिक / तकनीकी / अन्य)

Office in which worked working कार्यालय का नाम जिनमे सेवा की / सेवारत है।	Designation पदनाम Permanent/Temporary स्थाई / अस्थाई	Period अवधि		Length of Experience अनुभव अवधि	
		From से	To तक	Years वर्ष	Months माह

12. Do you know typewriting/shorthand? If so, state speed:
    क्या आप टंकन /आशुलिपि जानते हैं? यदि हां, तो गति बताइए

	English (अंग्रेजी)	Hindi (हिन्दी)
Shorthand: आशुलिपि	....................w.p.m श. प्र.मि.	....................w.p.m श. प्र. मि.
Typewriting: टंकन	....................w.p.m श. प्र.मि.	....................w.p.m श. प्र. मि.

13. Any other information: ....
अन्य जानकारी (यदि कोई है।) ....

....

....

14. Have you applied for any other post in the :College ? give details: ....
क्या आपने इस कॉलेज में किसी और पद के लिए भी आवेदन किया है? जानकारी दें:

....

....

15. Indicate the time you will require to join, if selected ....
यदि चुन लिए गए तो आप कार्यभार कब संगाल सकेंगे?

Dated: ....
दिनांक

....
Signature of the Applicant
आवेदक के हस्ताक्षर

Declaration.:
घोषणा

I declare that the statements made in the Application Form are true to the best of my knowledge and belief.
मैं घोषित करता हूँ/करती हूँ कि इस आवेदन-पत्र में दिया गया समस्त विवरण मेरी पूरी जानकारी और विश्वास के अनुसार सत्य है।

Dated: ....
दिनांक

....
Signature of the Applicant
आवेदक के हस्ताक्षर

For applicants in Employment.
केवल कार्यरत आवेदकों के लिए।

The facts stated in the above application have been verified and found correct.
इस आवेदन-पत्र गे दिए गए सभी तथ्यों की जाच कर ली गई है और वे सत्य पाए गए हैं।

Dated: ....
दिनांक

....
Head of the Department/Institution
(With Seal)
विभाग-संस्था का अध्यक्ष
(मोहर सहित)

Notes :
टिप्पणिया

(i) 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 joining, if selected.

सम्बंध प्रमाणपत्र, उपाधियों, शंसापत्रो आदि की साध्यांकित प्रतियांआवेदन-पत्र के साथ संलग्न की जानी चाहिए और मूल प्रतियाँ चयन के बाद कार्यभार सभालने के समय प्रस्तुत की जानी चाहिए।

(ii) Applicants who are in employment should send their applications through proper channel.

सेवारत आवेदकों को अपना आवेदन-अपने नियोक्ताओं के माध्यम से भेजना चाहिए।

(iii) The incomplete application form will be rejected.

अपूर्ण आवेदन-पत्र को स्वीकार नहीं किया जाएगा।

(iv) No. T.A./D.A will be paid for attending the prescribed tests

निर्धारित परीक्षा के लिए उपस्थित होने के लिए कोई यात्रा गता/दैनिक भत्ता नहीं दिया जाएगा।

(v) Attach additional sheets, if necessary.

अगर आवश्यक हो, तो अतिरिक्त पृष्ठ संलग्न करें।