



P.G.D.A.V. COLLEGE

(University of Delhi)
Ring Road, Nehru Nagar, New Delhi-110065
Phone: 29832092

Website: pgdavcollege.du.ac.in, E-mail : pgdavcollege.edu@gmail.com

APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied For: _____

Advertisement No. _____

Recent
Passport Size
Photograph

1. **Name of Applicant**(In Block Letters) :Mr./Ms. _____

2. **Father's/Husband's Name** : _____

3. **Date of Birth:** (i) Figure: _____

(ii) Words: _____

4. **Age as on date:** _____ Years _____ Months _____ Days

5. **Sex** _____ (Male / Female)

6. **Nationality:** _____

7. **Marital Status:** _____ (Married /Unmarried)

8. (a) **Whether belong to any Reserved Category : (Yes/No)**

If Yes, Name of Category: _____ (OBC/SC/ST/PwD/HH/OH/VH)

(b) **Whether applying under any reserved category as per advertisement: (Yes,No).....**

If yes, name of the category: _____ (OBC/SC/ST/PwD/HH/OH/VH)

9. (a) **Address for communication:** _____

State: _____ Pin: _____ *Mobile No.: _____ *Email ID: _____

(b) **Permanent Address:** _____

State: _____ Pin: _____

***To be filled mandatory**

10. Educational Qualifications :

Exam Passed/ Degree Obtained	Institution	Board/ University	Subjects Offered	Passing Year	% of Marks

11. Professional /Technical Qualification(s):

Exam Passed/ Degree Obtained	Institution	Board/ University	Passing Year	% of Marks

12. Work experience :

Name of Organization	Designation	Working Period		Salary/ Pay Scale
		From	To	

13. If in Service in Delhi University and its Colleges :

Date of work experience permanent / contract (Attached certificate from employer)

Separate sheet may be attached.

14. (a) Do you know typewriting: English _____ (Yes/No) Hindi: _____ (Yes/No)

If yes, state speed: English _____ (w.p.m.) Hindi _____ (w.p.m.)

(b) Do you know shorthand : English _____ (Yes/No) Hindi: _____ (Yes/No)

If yes, state speed: English _____ (w.p.m.) Hindi _____ (w.p.m.)

15. Do you have computer proficiency : _____ (Yes/No)

If yes, state which of the following: MS-Word MS-Excel MS- Power Point Browsing & Searching Email

16. Any other information: _____

17. Details of fees:(In case applicable & payable as per advertisement for candidates)

a) Amount of fees: _____ (b) Draft No.: _____

c) Draft Date: _____ d) Name of Bank: _____

(On which DD drawn)

I hereby declare that information given by me in this application form is completed and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Date:

(Signature of Applicant)

Place:

(Name of Applicant).....

ENDORSEMENT FROM EMPLOYER

(For applicant in employment)

The facts stated in this application have been verified and found correct. This organization/ department has no objection in his/her applying for the post referred in the application.

Date:

Signature of the head of the organization/department

(With seal)

QUALIFICATIONS FOR NON- TEACHING POSTS

1. ADMINISTRATIVE OFFICER

(PB 3) 15600- 39100+ 5400 G.P.

Total Post: 01(PWD-HH)

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:

- a. At least three year 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.

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

2. SECTION OFFICER:

(PB 2) 9,300 – 34800 + 4,600(GP)

Total Post: 02 (SC- 01, UR-01)

Essential:

- (a) Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, 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.

- (b) Minimum 6 Years of Administrative Experience

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

3. SENIOR ASSISTANT

(PB 2) 9,300 – 34800 + 4,200(GP)

Total Post: 01 (UR-01)

Essential:

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.

- (a) Minimum 4 Years of Administrative Experience.

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

4. SENIOR TECHNICAL ASSISTANT (COMPUTER) (PB 2) 9,300 – 34800 + 4,200 (GP)
Total Post: 02 (UR-02)

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 the guidelines of University of Delhi/UGC).

5. PROFESSIONAL ASSISTANT (LIBRARY) (PB 2) 9,300 – 34800 + 4,200 (GP)
Total Post: 01 (PWD -01 (OH))

Essential:

- (a) 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.

- (b) 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/UGC).

6. SEMI PROFESSIONAL ASSISTANT (LIBRARY): (PB 1) 5,200 – 20,200 + 2,800 (GP)
Total Post: 01 (UR-01)

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 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 guidelines of University of Delhi/UGC).

7. ASSISTANT

(PB 1) 5,200 – 20,200 + 2,400 (GP)

Total Post: 01 (UR)

Essential:

- a) 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)

8. JUNIOR ASSISTANT (JACT)

(PB 1) 5200 – 20200 + 1900 G.P.

Total Post: 03 (UR-01, ST-01, OBC-01)

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)

9. MTS- COMPUER LAB.

(PB 1) 5200 – 20200 + 1800 G.P.

Total Post: 04 (UR-02, OBC-01, PWD(VH-LV)-01)

Essential:

Should have passed matriculation (10th) or equivalent examination with Science subject from recognized board.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

10. M.T.S.-LIBRARY

(PB-1) 5,200 – 20,200 + 1,800 (GP)

Total Post: 06 (UR-02, SC-01, ST-01, OBC-01, PWD-OH -01)

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).

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. 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.
2. The selection for the above mentioned posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.
3. The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.
4. Candidates are required to appear in a written test/practical test/skill test to adjudge their basic knowledge as per the requirement of the post.
5. 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.
6. The relaxation in age to candidates belonging to SC/ST/OBC/PwD will be allowed as per the University of Delhi / Govt.of India rules i.e, three years for OBC and five year for SC,ST & PwD.
7. 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 they have rendered at least three years regular service in the University and its Colleges.
8. 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 same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
9. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/Ad-hoc basis in the Delhi University/Colleges to the extent of services rendered by them. One time exemption would be available to those who have put at least one year of services.
10. The upper age limit for the posts advertised shall be determined as on last date of submission of applications i.e. 24.03.2018.
11. All candidates should have fulfilled the minimum eligibility (education qualifications and experience) on the closing date of submission of application i.e.24.03.2018.
12. Application fee should be paid by demand draft in favour of **“Principal, P.G.D.A.V. College (Day)”** payable at Delhi, as per the details given below:-

UR/OBC- Rs. 250 (for each application) Non-refundable

No Application fee shall be charged from the SC/ST/PWD and women candidates

13. Candidate belonging to SC/ST/OBC/PwD categories should have an attested copy of certificate issued by competent authority in the prescribed format as stipulated 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. These certificates should not be older than one year. 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 service should submit a certificate from a competent authority that they will be relieved from defence 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. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
16. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected. Fee once paid shall not be refunded under any circumstances.
17. 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.
18. 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. Any consequential vacancies arising at the time of selection may also be filled from the available candidates who have applied against this advertisement.
19. 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/VH-LV / OH / HH categories who suffer from not less than 40% of disability.
20. Candidates called for written test/skill test or interview shall do so at their own expenses. No TA/DA shall be paid.
21. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

22. A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
23. 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.
24. Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
25. 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.
26. 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.
27. The eligible and interested persons are required to fill the form and send it to the College, duly signed by the applicants along with one passport size photograph (pasted on the form) and self-attested copies of the certificates, date of birth, experience, caste etc. and send it on below address:

**The Principal
P.G.D.A.V. College (Day)
(University of Delhi)
Ring Road, Nehru Nagar,
New Delhi – 110065**

28. The last date of sending application form is 24.03.2018 for this advertisement.

Sd/
(Dr. Mukesh Aggarwal)
Officiating Principal