



Phone: 27667469, 27666220 (fax)

sgtbkc.du@gmail.com

SRI GURU TEGH BAHADUR KHALSA COLLEGE

UNIVERSITY OF DELHI
DELHI-110007

CORRIGENDUM

Reference Advertisement dated 25.01.2018, published in the Delhi edition of HT SHINE and Advertisement no. EN-46/24 in Employment News/Rojgar Samachar (10-16 February 2018) inviting applications for following vacant Non-teaching posts:

| S.No. | Name of Post | Total Post | UR | PwD | Max Age (Years) | Pay Band (in Rs.) | Grade Pay (in Rs.) |
|-------|-------------------------|------------|----|-------------|-----------------|-------------------|--------------------|
| 1 | Librarian | 01 | - | 01(HH) | 35 | 15600-39100 | 6000 |
| 2 | Administrative Officer | 01 | 01 | - | 35 | 15600-39100 | 5400 |
| 3 | Sr. Technical Assistant | 01 | - | 01(VH, LV) | 30 | 9300 – 34800 | 4200 |
| 4 | Museum Curator | 01 | 01 | - | 27 | 5200 - 20200 | 2800 |
| 5 | Junior Assistant | 03 | 02 | 01 (OH) | 27 | 5200 - 20200 | 1900 |
| 6 | Library Attendant | 03 | 02 | 01 (VH, LV) | 27 | 5200 – 20200 | 1800 |
| 7 | Laboratory Attendant | 31 | 30 | 01(OH) | 27 | 5200 – 20200 | 1800 |

Fresh applications are invited for below-mentioned posts as per the recruitment rules of University of Delhi. The prescribed qualifications and application fee can be accessed from college website www.sgtbkhalsadu.ac.in. Applicants, who had applied in response to advt. dated 25.01.2018 and EN-46/24 need not to apply again. The last date of receipt of applications shall be 15 days from the date of publication.

Principal



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EDUCATIONAL QUALIFICATIONS FOR THE POSTS ADVERTISED

LIBRARIAN: (PB-3) Rs.15600-39100+6000(G.P) A Master's Degree in Library Science & Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization. (b) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates, who are, or have been awarded Ph.D degree in accordance with the 'University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of College Librarian

ADMINISTRATIVE OFFICER: (PB-3) 15600-39100 + 5400 G.P. 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: I. 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. II. 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 extant guidelines of University of Delhi/UGC).

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/ noting in English. Should be able to coordinate/ liaise with other divisions/ departments and participate in discussion with senior functionaries and Academicians.
2. He /She is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management/ HR/ Legal.
3. All the candidates for direct recruitment will be required to appear in written test to adjudge there ability of expression and knowledge of administrative aspects relating to educational administration, the selection being on basis of performance of the candidates in written test and interview.
4. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
5. All the direct recruits should possess working knowledge of computers.

TECHNICAL ASSISTANT (COMPUTER) : Rs.9300-34800+4200 (GP) 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: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

MUSEUM CURATOR (BOTANY+ZOOLOGY): Rs.5200-20200+2800(GP) Essential Qualification: Graduate having studied relevant subjects with two years' experience in the relevant field OR Post Graduate degree in relevant subject.

JUNIOR ASSISTANT : 5200 – 20200 + 1900 (GP) 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 Application / 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) Having a 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/UGC).

M.T.S. – (LIBRARY ATTENDANT) : Rs.5200 –20200 + Rs.1800 (GP) 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).



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M.T.S.- (LABORATORY ATTENDANT) : Rs.5200–20200+Rs.1800 (GP) Essential: (a) Should have passed Matriculation (10th) or an equivalent examination with Science Subjects from recognized Board. Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Application Fee

1. Application fee should be submitted through a Demand draft drawn in favor of “Principal, Sri Guru Tegh Bahadur Khalsa College.” Payable at Delhi, DD should be attached with prescribed application form. The details of fee are given below:- Category Fee UR/OBC Rs.200/- , SC/ST Rs.100/- . No application fee shall be charged from PWD and Women applicants.



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Application form for NON-TEACHING posts

Post Applied for : _____ Date of Advertisement _____

1. Name (in block letters) Mr./Mrs./Mrs. _____
2. Father's/Husband's Name _____
3. Date of Birth: _____ Age: _____ years _____ months
4. Nationality: _____ Married/unmarried _____
5. Postal Address _____

6. Mobile/Tele. No.: _____ e-mail _____
7. EDUCATIONAL QUALIFICATIONS (From Senior Secondary onwards)

| Examination passed | Year of passing | School/College/university attended | Division and %age of marks | Subjects offered |
|--------------------|-----------------|------------------------------------|----------------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

8. Do you know operation of Computers? if yes,
Give detail _____

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

| | English | Hindi |
|-------------|---------|-------|
| Shorthand | | |
| Typewriting | | |

10. Experience, if any: (Attach separate sheet if space insufficient)



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| Office in which worked/working | Designation permanent/Temporary | Period | | Length of experience | | Salary Drawn |
|--------------------------------|---------------------------------|--------|----|----------------------|--------|--------------|
| | | From | To | Years | Months | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

11. Do you belong to SC/ST/OBC/PWD/XSM category: YES / NO

12. Any other information you may like to furnish _____

SIGNATURE OF APPLICANT

DECLARATION:-

I declare that the statements made in this Application Form are true to the best of my knowledge and belief.

Date: _____

SIGNATURE OF APPLICANT

Important Notes:

1. Before filling up the Application Form, applicants are advised to read the advertisement carefully, Incomplete Application for will be rejected.
2. A separate Application Form is to be submitted for each post.

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Acknowledgement

Received application form from Mr./Ms. _____ for the post of _____ on _____

Signature with seal