



# MAHARAJA AGRASEN COLLEGE

University of Delhi  
VASUNDHARA ENCLAVE, DELHI-110096

## Recruitment Notice

30.06.2018

Applications are invited for the following posts purely on contractual basis initially for a period of three months which is extendable for further period depending upon the performance of the selected candidates. Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same along with relevant testimonial latest by 16<sup>th</sup> July, 2018.

1. Technical Assistant (Computers)-04 (four) Age Limit -30 years

### Educational Qualification and Experience

Graduate having studied relevant subjects with two years experience in the relevant field.

Or

Post Graduate degree in relevant subject

**Remuneration:- Rs. 18,960/-**

2. Junior Assistant 01 (one) Age Limit- 27 Years

### Educational Qualification and Experience:

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.

### Desirable Qualification:

Having a typing speed of 40.w.p.m in English or 30 w.p.m. in Hindi Type writing through Computers.

### Remuneration

Rs. 18,960/- per month (consolidated)

3. **Stock Consultant**- 01 (one)

**Essential:-**

Must be retired from the government service holding the post of Senior Assistant or equivalent in the Pay Band of 9300-34800 Grade Pay - 4200/- (Pre-Revised)/Pay Level-6 as per 7<sup>th</sup> CPC.

**Desirable:-**

- (i) Graduate in Commerce
- (ii) Experience in Stock Verification/Inventory

**Age Limit:-**

62 Years

**Duration:-**

Initially for a period of 3-Months

**Remuneration:-**

As per rules

**Consultant shall achieve the following objectives:-**

1. Report regarding Physical Stock Verification
2. Reconciliation with college stock register
3. Up-to date necessary entries in the college stock register.
4. Reconciliation of Stock Register and Books of Accounts.
5. To prepare suitable reply and compliance report towards settlement of the Audit Paras.

**The College will place corrigendum if any on the college website only. Candidates are requested to monitor the same.**

The Complete Application form duly filled-in should be sent by Registered/Speed Post to **the Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, New Delhi-110096** by 16th July, 2018.

(Dr. Sunil Sondhi)  
Principal



# MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-110096

Please paste  
passport size  
photograph

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.....

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 : ..... Gender:..... 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 10<sup>th</sup> standard: Please attach relevant certificates & use separate sheet if required.

10.

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

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

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

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. In case 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