

कालिन्दी महाविद्यालय

(दिल्ली विश्वविद्यालय)
पूर्वी पटेल नगर, नई दिल्ली-110008
☎ : 011-25787604 ; Fax No.: 011-25782505
E-mail : kalindisampark.du@gmail.com
Website : www.kalindi.du.ac.in



KALINDI COLLEGE

(University of Delhi)
East Patel Nagar, New Delhi-110008
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NAAC ACCREDITED 'A' GRADE COLLEGE

Date: 10.2.2020

The College is inviting applications for the following posts purely on Contract Basis: -

S.No.	Name of the Post	No. of Post	Age Limit	Consolidated Salary per month
1.	Semi Professional Assistant	One	30	Rs. 22,100/-

ELIGIBILITY CRITERIA

1. Semi-Professional Assistant (SPA) - Library

Essential:

1. Must be Graduate in Arts/Science/Commerce or any other higher qualification with 50% marks.
2. B.Lib./ B.L.I.Sc. with 50 % marks.
3. Course in Computer Application at Graduate or PG level or 6 months Computer Course from a recognized institution.

Note:

1. All the recruits will be required to appear in a written/ skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/ skill test.
2. The scheme of the examination including weightage of marks for written test/ skill test etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.

The test for contractual appointment will be conducted in the following paper:

- (i) General Awareness (150 questions) Paper-I – The question will be designed to test the ability of the General Awareness of the environment around the candidates and its applications in Library and Information Science, General English, Mathematical ability & Computers
- (ii) Descriptive Type, Paper-II – The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science, and recent development in the field and on the following subjects:-

Knowledge and application of Library and Information Science Procedures, rules & Regulations. Knowledge of Computers with special reference to knowledge of Library Software packages of Word Processing, Data Analysis Packages.

3. Interested candidates (who fulfill the above prescribed qualifications/ eligibility may submit their applications in the prescribed format (attached herewith) along with self-attested photocopies of certificates of educational qualifications, date of birth, caste/category certificate (SC/ST/OBC/PH) etc. The application form with requisite documents must reach the **Principal, Kalindi College, East Patel Nagar, Delhi -8 on or before 18.2.2020.**

The College has right to reserve, change the nature of post and not to fill or cancel the post.

For Abhishek
11-2-2020
Principal
Principal
Kalindi College
East Patel Nagar
New Delhi-110008
Q

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Post Applied for.....

Advt. No. Estab. IV/.....Dated.....

Please read the notes given at the end before filling the form.

Name (in block letters):.....

Father's/ Husband Name.....

Date of Birth (i) in figures.....

in words.....

(ii) Age (as on date) Years.....Months..... Days.....

Nationality.....Male/Female.....Married/Unmarried.....

Correspondence Address.....

.....Pin Code.....

Permanent Address

.....Pin Code.....

Phone No.Mobile No.

E-mail id

Do you belong to Scheduled Caste/Scheduled Tribe or OBC (Central List), PWD (VH/OH/HH)
If Yes, Please indicate Caste & attach a Photocopy:-

.....
Are you Ex-service-man/Disabled Defense Personnel/Dependent of Defense Personnel killed in
action? If so, attach the certificate.

.....
Are you Physically Handicapped person? If so, give details and attach the medical certificate.

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

PHOTO

Educational Qualifications:

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

Technical Qualification:-

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

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

Special interest if any:

.....

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.

Any other information :

.....

.....
 Signature of the Applicant

Dated:

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.

Date:

.....

Signature of the Applicant

Notes:

1. Incomplete application will be rejected.
2. Applications must attach all the relevant testimonials in support of their candidature, the 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 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 original must be produced at the time of interview and at the time of joining, if selected.
7. One Passport size photograph should be pasted on the application form.
8. No T.A./D.A. will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary