



शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

(UNIVERSITY OF DELHI)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लेक्स के पास)
दिल्ली-110096

Vasundhara Enclave (Adjoining Chilla Sports Complex)
Delhi-110096

दूरभाष : 22623503, 22623505

Phone(s) : 22623503, 22623505

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Phone/Fax : 22623504

संदर्भ सं./Ref. No. SRCASW/.....

दिनांक/Date.....

Applications are invited for appointment on Short Term Contract basis for the following posts.

Temporary on Short Term Contract Basis.

S.No.	Name of the post	No.of Post	Category	Age Limit	Consolidated Salary Per Month
1.	Senior Personal Assistant	01	1 UR	35 years	25320
2.	Professional Assistant	01	1 UR	35 years	23760
3.	Sr. Technical Assistant	02	1 UR, 1 LD* (PwBD)	35 years	23760
4.	Semi Professional Assistant	01	1 UR	30 years	20040
5.	Lab Assistant	04	1 SC, 1 EWS, 2 UR	30 Years	18960
6.	MTS (Laboratory)	04	1 ST, 2 SC, 1 EWS	27 Years	15070
7.	MTS (Library)	02	1 OBC, 1 UR	27 Years	15070

Applicants need to apply on a plain paper giving all details such as Name, Address, qualifications, category, date of birth, experience, contact number, email id etc. The appointment shall be purely on contractual basis.

Senior Personal Assistant

1. A Bachelor Degree from a recognized University.
2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

Professional Assistant

1. M. Lib.Sc./M.L.I. Sc. Or equivalent OR Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc.
2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.

Sr. Technical Assistant

MCA or M.Sc. (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.

Semi Professional Assistant

1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

Lab Assistant:

Should have passed Senior Secondary (12) or equivalent examination with 50% of marks with Science Subjects or B.Sc. Graduates.

MTS (Laboratory)

Should have passed Matriculation (10) or an equivalent examination with Science Subjects from a recognized Board.

MTS (Library)

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. 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.

Interested candidates fulfilling essential qualification should apply as mentioned above along with Certificates in support of qualifications and experience to office of **the Principal, Shaheed Rajguru College of Applied Science for Women, University of Delhi, Vasundhara Enclave, Delhi- 110096.** The last date of receiving application is **23rd August 2019**

The upper-age limit is relaxable as per Delhi University rules

All the candidates who apply till last date of receipt of applications shall be called for written test details of which shall be placed on website only. The candidates are requested to refer to website for any update. No TA/DA shall be paid to the candidates. Appointment shall be subject to approval of competent authority.

- Candidates are advised to visit the website regularly regarding examination details and any other update. No personal communication in this regard will be sent.
- The Candidates must ensure their eligibility regarding age, qualification, category before applying for the post. Final verification regarding eligibility will be ensured by the College at the time of appointment.
- Number or nature of vacancies may change.

*Loco motor Disability


PRINCIPAL