

RAMANUJAN COLLEGE
(University of Delhi)

Kalkaji, New Delhi – 110019.

Ph- 011-26430192, Fax – 011-26421826

Corri/.No. NTS/09/2021/02

CORRIGENDUM

Please refer to our earlier advertisement no. NTS/01/2021/01. Due to revised roster of Non-Teaching Staff as per Recruitment Rules 2020, there are some changes in the number of Post and Category.

Applications are invited through **on-line** for the following permanent Non-Teaching posts of the college.

Subject	Pay Level	Age	No. of Post(s)	UR	OBC	EWS	SC	ST	PwBD
Senior Personal Assistant *	7	35	01	01	-	-	-	-	-
Semi Professional Assistant	5	30	01	01	-	-	-	-	-
Laboratory Assistant	4	30	03	03	-	-	-	-	-
Junior Assistant *	2	27	03	02	01	-	-	-	-
MTS- Library	1	30	06	02	02	01	-	01	-
MTS- Laboratory *	1	30	01	01	-	-	-	-	-

UR-Unreserved, OBC-other Backward Classes, SC-Schedule Caste, ST-Schedule Tribe, EWS (Pay Scale as per 7th Pay Commission).

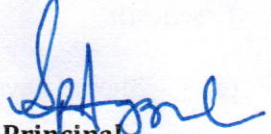
***Please note that there is no change in no. of post**

Note:- Candidates who have applied earlier in response to our earlier advertisement no. NTS/01/2021/01 dated 19/01/2021 in Hindustan Times and Hindustan (Hindi) and Employment News dated 30th January-05, February, 2021 **need not to apply again.**

Candidates fulfilling the eligibility criteria may fill the online Application Form available on the college website www.ramanujancollege.ac.in For qualifications and other details, please visit the College website www.ramanujancollege.ac.in.

The last date of submission of online application is 08.10.2021.

Any addendum/corrigendum shall be posted only on the college website.


Principal

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

1. SENIOR PERSONAL ASSISTANT:

Essential:

- (a) A Bachelor Degree from recognized University.
- (b) At least 03 years of 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.
- (c) Skill test norms
 - (i) Dictation: 10 minutes at an average speed of 100 w.p.m.
 - (ii) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
 - (iii) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.

Desirable:

- (a) Degree/Diploma in Computer Application/Science.
- (b) Diploma in Office Management and Secretarial practice.
- (c) Knowledge of service rules applicable for Central Government establishments.

2. SEMI PROFESSIONAL ASSISTANT (LIBRARY) :

Essential:

- (a) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification.
- (b) B.Lib.Sc/B.L.I.Sc.
- (c) Course in computer application at Graduate or PG Level or 6 months computer course from a recognized/registered institution.

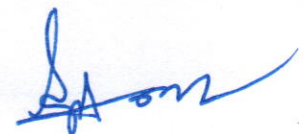
3. LABORATORY ASSISTANT (PSYCHOLOGY LAB):

Essential:

- (a) Should have passed Senior Secondary (10+2) or an equivalent examination with Science Subjects.

OR

Graduate with relevant subjects.



4. JUNIOR ASSISTANT:

Essential:

- (a) A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board /University / Institution
- (b) Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

5. M.T.S. – LIBRARY :

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 recognised Institution.

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

6. M.T.S.- LABORATORY: STATISTICS LAB

Essential:

- (a) Should have passed 10th or an equivalent examination with Science Subjects from recognize Board.

