

Advertisement for the Posts of Administrative Officer.

Sri Guru Gobind Singh College of Commerce(University of Delhi invites applications from eligible candidates for recruitment of following Permanent Non-Teaching positions of the college.

S.No	Department	No. of post(s)	Reservation	Age Limit*	Pay Scale
1	Administrative Officer	01	Reserved for VI	35 Years	15600-39100+GP5400/-/(PB-3) (Level -10- as per 7 th CPC)

(VI – Visually Impaired)

(Age Relaxation will be allowed as per guidelines of University of Delhi/UGC)

Essential Qualifications for the post :**(i)Administrative Officer:****Essential:**

Good Academic record plus Master 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/Persons with Disability category)

Desirable:

1.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.

2.LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

NOTE:

1.The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liase with other divisions/departments and participate in discussions with senior-functionaries and Academicians.

2.He 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 a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the 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 in this regard.

5.All the direct recruits should possess working knowledge of computers.

General Note:

1.The college reserves the right to reject the application form of those candidates who have not sent relevant testimonial/supporting documents of educational qualification/work experience/publication etc... with the application.

2.Applicants who are already in service must apply “through proper channel” alongwith No Objection Certificate(NOC) and Vigilance Clearance Certificate issued by respective employer.

3.Merely fulfilling the minimum eligibility conditions does not entitled the candidate to be shortlist further.

4.No TA/DA shall be paid to any candidate for appearing in written test etc.

- 5.The candidates applying under PWD category must specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing reservation.
- 6.The candidates applying under PWD category are required to submit the Disability Certificate in the format prescribed by Govt. of India, Department of Personnel & Training vide OM Mo 36035/3/2004-Estt (Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in.
- 7.The College reserves the right to increase or decrease the number of advertised posts, if circumstances so warrant. The reserved categories of the posts are subject to modification, if any, prescribed by University of Delhi.
- 8.The College reserves the right not to fill any or all advertised post(s).
- 9.Corrigendum if any shall be posted on the College website only. It shall be the responsibility of the Candidates to monitor the same.
- 10.The minimum qualifying marks for Paper I and Paper II separately shall be 35% for the posts reserved for SC/ST/PwD Category.
- 11.List of eligible candidates and the date of written test will be published on the college website, www.sggsc.ac.in after the scrutiny of applications. Applicants are advised to check the college website for the same.
12. Applications on prescribed format available on www.sggsc.ac.in complete, in all respects accompanied by copies of the certificates, testimonials etc, must reach the college office within 15 days of the publication of this advertisement.

Dr. Jatinder Bir Singh
Principal



SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

Application Form for Non-Teaching Posts

To be filled by Receiving Assistant

Application No. _____
Received on _____

Affix your Passport
size photograph

Post Applied For: _____

Date of Advertisement _____

Bank Draft No: _____ Issuing Bank _____ Date _____

Name (in Block Letters) _____

Date of Birth _____ Gender _____

Father's/Husband's Name _____

Nationality _____ Marital Status _____ Email: _____

Postal Address _____

PIN: _____

Telephone/ Mobile No(s) _____

Category: SC / ST / OBC / Sikh Minority / PWD (VI/ LD / HH / LV)/ General / Others

IMPORTANT INSTRUCTIONS

1. Candidates are advised to read the Advertisement Carefully before filling the Application Form.
2. A Separate Application Form is to be submitted for each post
3. Incomplete Application Form will be summarily rejected.
4. Candidates are required to attach photocopies in support of their educational qualifications and experience, if any.
5. Candidates are advised to preserve Acknowledgement Receipt of this form



Sri Guru Gobind Singh College of commerce, University of Delhi, Pitam Pura, Delhi-
110034

Acknowledgement Slip of Application Form for Non-Teaching Posts

Received Application Form from _____

For the post of _____ on _____

Application No: _____

Date: _____

Signature of the Receiving Assistant

Educational Qualifications: (Start from Senior Secondary onwards)

Examination Passed	Year of Passing	School/Board/College/University	% of Marks & Division	Subjects Offered

Your Familiarity with Computers and IT Systems: (Mark one or more as appropriate)

Never used Basic use like email/net surfing etc. Word Processors /Spreadsheets Proficiency in

Experience Details: (attach a separate sheet if space is insufficient)

Name of Organization	Designation	Period		Total Length of Experience in Years	Salary Drawn
		From	To		

Any Other Information that you may like to furnish:

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

Date: _____

Signature of the Applicant

