SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

(UNIVERSITY OF DELHI)

PITAM PURA, DELHI-110034

Advertisement for the Post of Section Officer

Sri Guru Gobind Singh College of Commerce (University of Delhi) invites applications from eligible candidates for recruitment of following permanent non-teaching position of the college

Sl.No.	Department	No. of post(s)	Age Limit	Reservation	Pay Scale (as per 7 CPC)
01	Section Officer	01	35	Unreserved	Level 07

Essential Qualifications:

Graduation from a recognized University.

Desirable:

1.Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/Secretarial Practice/ Financial Management/Accounts or equivalent Discipline.

2.Experience in handling educational administration/General Administration/Purchase/Accounts & Finance in a University/Research Institution/Government Department/PSU.

GENERAL NOTE:

1.Candidates can obtain the Application Forms from the College Office on all working days (Monday-Friday)between 10.00 a.m. to 3.00 p.m.

2.Candidates can also download Application Form from College website: www.sggscc.du.ac.in.

3.The college will notify the dates of tests and interviews in advance at its website.

4.Those who fulfil only the minimum qualification for the positions may not all be called forinterview/written test.

5.Application fee of Rs. 300/-should be submitted through a Demand Draft drawn in favour of Principal, Sri Guru Gobind Singh College of Commerce, Payable at Delhi. DD should be attached with prescribed application form. No application fee shall be charged from PWD applicants.

6.The incumbent is expected to work under the supervision of Admn. Officer. He should possesses an aptitude for drafting/notice in English and office procedure in a computerized environment is expected to handle one or more functions related to Educational Administration/Examination/General Administration/Accounts/House keeping/

Establishment/HR/Legal/Purchase/Accounts & Finance/Project Management/public relations.

7.The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.

8.All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probations period.

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

10.The application is liable to be rejected if received by college, after the last date i.e.two weeks from the date of publication of advertisement in Employment News.

11.No TA/DA will be paid for attending the interview.

12.Candidates should not furnish any particulars that are false, tampered ,fabricated or suppress any material/ information while submitting the application self-certified copies/testimonials.

13.The college reserves the right not to fill up the post advertised without assigning any reason.

14.In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the college reserves the right to modify/withdraw/cancel any communication made to the candidate.

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

All the relevant documents, testimonials ,certificates, etc. should reach The Principal, Sri Guru Gobind Singh College of Commerce (University of Delhi),Opp. T.V.Tower, Pitam Pura, Delhi-110034.

The envelop must be superscripted as Application for the post of Section Officer

The last date for receipt of application is within two weeks from the date of publication of the advertisement.

For details please visit the College website, www.sggsc.ac.in. Any addendum/corrigendum shall be posted only on the college website.

(DR.JATINDER BIR SINGH)

PRINCIPAL

PRINCIPAL
Sri Guru Gobind Singh
College of Commerce
(University of Delhi)
Pitam Pura, Delhi-110034

SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

Application Form for Non-Teaching Posts

Affix your Passport
size photograh

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**