

**Sri GURU GOBIND SINGH COLLEGE OF COMMERCE**

**(UNIVERSITY OF DELHI)**

**PITAM PURA, DELHI-110034**

**Advertisement for the Post of Administrative Officer ,Senior Assistants, Assistants and Junior Assistants.**

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

Sl.No.	Department	No. of post(s)	Age Limit	Reservation	Pay Level (as per 7 CPC)
01	ADMINISTRATIVE OFFICER	01	35	LD(PWD)	Level 10
02	SENIOR ASSISTANT	02	30	Unreserved	Level 06
03	ASSISTANT	02	30	Unreserved	Level 04
04	JUNIOR ASSISTANT	01	27	Unreserved	Level 02

**(LD – LOCOMOTOR DISABILITY)**

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

The last date for receipt of application is within two weeks from the date of publication of the advertisement in the newspaper/Employment News whichever is later.

**(Dr. Jatinder Bir Singh)**

**Principal**

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(LD – LOCOMOTOR DISABILITY)

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**Essential Qualifications for the post :**

**(i)Administrative Officer:**

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 03 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.

**(ii) Senior Assistants and Assistants:**

1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

**3. Junior Assistant(s)**

1. A Senior Secondary School Certificate(10+2) or its equivalent qualification from a recognized Board/University/Institution.

2. Having a typing speed of 35 w.p.m. in English typewriting through computers.

NOTE:( FOR THE POST OF ADMN. OFFICER)

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

2. 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.

3. 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.

**Note** :For the post of Senior Assistant, Assistant and Junior Assistant)

1. The incumbent is expected to work under the supervision of Section officer or Admn. Officer. He /she should possess 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.

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

3. 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.

**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 4.00 p.m.

2. Candidates can also download Application Form from College website: [www.sggscscc.du.ac.in](http://www.sggscscc.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 for interview/written test.

5.Application fee of Rs. 500/-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/women applicants.

6.The incumbent is expected to work under the supervision of Admn. Officer. He should possess 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.

16.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.

17.The envelop must be superscripted as Application for the post of Admin officer/Senior Assistant/Assistant/Junior Assistant.

18.The last date for receipt of application is within two weeks from the date of publication of the advertisement in the newspaper/Employment News whichever is later.

For details please visit the College website, [www.sggsc.ac.in](http://www.sggsc.ac.in). Any addendum/corrigendum shall be posted only on the college website.

(DR.JATINDER BIR SINGH)

PRINCIPAL



# SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

To be filled by Receiving Assistant

Application No. \_\_\_\_\_  
Received on \_\_\_\_\_

## Application Form for Non-Teaching Posts

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**