

RAMANUJAN COLLEGE

(University of Delhi)

Kalkaji, New Delhi – 110019.

Ph- 011-26430192, Fax – 011-26421826

Advt.No. NTS/10/2023/01

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

Subject	7 th CPC Pay Level	Age	No. of Post(s)	UR	OBC	EWS	SC	ST	PwBD
Administrative Officer	10	35	01	01	-	-	-	-	-
Junior Assistant	2	27	01	-	-	-	-	01	-
MTS (Laboratory Attendant) (Psychology)	1	30	01	01	-	-	-	-	-
MTS (Laboratory Attendant) (Statistics)	1	30	01	-	-	-	01	-	-
MTS (Library Attendant)	1	30	03	02	01	-	-	-	-

UR-Unreserved, OBC-other Backward Classes, SC-Schedule Caste, ST-Schedule Tribe, EWS – Economically Weaker Section, PwBD – Persons with Disability (Visually Handicapped)

College reserved the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/Reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.

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 two weeks from the date of publication of this advertisement in the Employment News.**

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

Sd/-
(Principal)

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

A. ADMINISTRATIVE OFFICER

Essential Qualification:

Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

Desirable:

- (1) At least 03 years of 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: All the direct recruits should possess working knowledge of computers.

B. JUNIOR ASSISTANT

Essential Qualification:

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 or 30 w.p.m. in Hindi Typewriting through Computers

C. MTS (LABORATORY ATTENDANT) – PSYCHOLOGY/STATISTICS LAB.

Essential Qualification:

Should have passed 10th or an equivalent examination with science subjects from recognized board.

D. MTS (LIBRARY ATTENDANT)

Essential Qualification:

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.

GENERAL INSTRUCTIONS TO THE CANDIDATES :

- 1 Selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc. The scheme of Examination is available on the University of Delhi website www.du.ac.in
- 2 The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.
- 3 Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.
- 4 All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
- 5 The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- 6 The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
- 7 The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- 8 The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them. One time exemption available to those who have put put at least one year of services.
- 9 The upper age limit for the posts advertised shall be determined as on last date of submission of application.
- 10 All candidates should have fulfilled the minimum eligibility (education qualifications and experience) on the closing date of submission of application.

- 11 Application fee should be submitted through online mode only as per the details given below:-

Category	Fee
UR/EWS/OBC	Rs. 1000/-
SC/ST/FEMALE/PwD	Rs. 500/-

- 12 Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
13. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.
- 14 Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
- 15 Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
- 16 Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
- 17 The number of posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
- 18 Candidates called for written test/skill test etc. shall do so at their own expenses. No. TA/DA shall be paid.
- 19 Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

- 20 A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
- 21 Please note that all future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
- 22 Admits Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website (**www.ramanujacollege.ac.in**)
- 23 Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
- 24 The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
- 25 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.
- 26 The eligible and interested persons are required to apply on-line on the college **website www.ramanujacollege.ac.in**. Applications other than on-line mode, will not be accepted. Candidate may keep the copy of his/her form for future reference.
- 27 The last date of submission of online application form is two week from the date of publishing of this advertisement in Employment News.
- 28 In order to avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any network problem or any other such type of problem.

**Sd/-
Principal**