EDUCATION ASSERVICE

VASANT KANYA MAHAVIDYALAYA

Kamachha, Varanasi - 221 010

(Run by The Indian Section, The Theosophical Society)
(Admitted to the privileges of Banaras Hindu University)

For advertisement, please visit the Employment News dated 20-26 May, 2023

Applications are invited from the Indian citizens on the prescribed form for the following teaching (Women candidates only) and non-teaching posts:

S.No.	Name of the Post	Subject	No. of vacancies	Category	Pay Level/Level
	Teaching Posts:				
1	Assistant Professor	Music Vocal	01 (One)	1 - OBC	AL - 10
2	Assistant Professor	Political Science	01 (One)	1 - UR	AL - 10
3	Assistant Professor	English*	01 (One)	1 - OBC	AL - 10
	Non-teaching Posts:				
4	Technical Assistant		01 (One)	1 - UR	05
5	Laboratory Assistant-Home Science		01 (One)	1 - UR	04
6	LDC		01 (One)	1 - UR	02
7	Laboratory Attendant		01 (One)	1 - UR	01

^{*} Likely to be vacant in July, 2023.

ESSENTIAL QUALIFICATIONS

For Post No. 1 to 3: Assistant Professor in Music Vocal, Political Science and English (Women candidates only): As per UGC Regulations, 18 July, 2018 and their subsequent amendments.

For Post No. 4: Technical Assistant

1	Number of Posts	1 (One)
2	Classification	Group C
3	Level	05
4	Category	Unreserved
5	Educational and other required Qualifications	Essential: Minimum Graduate in Computer Science/ Computer Engineering/ Computer Technology/ Information Technology/ Computer Applications.
		Desirable: Knowledge of English & typing.

For Post No. 5: Laboratory Assistant – Home Science

1	Number of Posts	1 (One)
2	Classification	Group C
3	Level	04
4	Category	Unreserved (for women candidates only)
5	Educational and other required Qualifications	Essential Qualification: - Minimum Graduate with Home Sc. from a recognized Institution with three years job experience in a University/College Laboratory. - Good knowledge of the subject. - English/Hindi Typing speed of 40/30 w.p.m. on Computer. - Proficiency in computer operation. Desirable: One year Computer Course from a Recognized Institute.

For Post No. 6: Lower Division Clerk (LDC)

1	Number of Posts	1 (One)
2	Classification	Group C
3	Level	02
4	Category	Unreserved
5	Educational and other required Qualifications	 Essential: Minimum Graduate. English/Hindi Typing speed of 40/30 w.p.m. on computer. Proficiency in computer operation, noting and drafting in English and Hindi.

For Post No.7: Laboratory Attendant

1	Number of Posts	1 (One)
2	Classification	Group C
3	Level	01
4	Category	Unreserved
5	Educational and other required Qualifications	Essential: Graduate with Geography/Psychology/Statistics/Certificate course in Computer (of at least 6 months) or I. Sc./Intermediate with Geography/Psychology/Certificate course in Computer (of at least 6 months) and 3 years experience in relevant field. Desirable: Working Knowledge of Computer.

MAXIMUM AGE LIMIT: (1) For S. No. 1-3 – No Age bar and for S. No. 4-7 – 18-30 years of age for general category (Upper age limit will be relaxable for SC/ST/OBC and women candidates as per Govt. of India rules); (2) **No age bar for permanent employees of VKM.**

- 1. Mere eligibility will not entitle any candidate for being called for interview/written/typing and computer test. More stringent criteria may be applied for short-listing the candidates to be called for interview/written/typing and computer test.
- 2. Applicants having higher qualifications and merit will be given preference.
- 3. Written test, typing and computer test shall be conducted for the **posts no. 4 to 7** and it will be counted for determining the final merit for selection.
- 4. <u>Call letters for attending interview/test will be sent only to the short-listed candidates. No correspondence will be made with applicants who were not short-listed.</u>
- 5. For detailed qualifications and other instructions for the above-mentioned posts please visit our website: www.vkm.org.in and Employment News dated 20-26 May, 2023.

General Instructions to the candidates for all the above post(s)

- 1. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason.
- 2. Please write Name of the Post Applied for, your name and full postal address on the back of the Demand Draft without fail.
- 3. No TA/DA shall be paid to the candidates for attending the interview/test.
- 4. Application fees once paid shall not be refunded under any circumstances.

- 5. Fresh applicants may apply for S.No. 5 to 7. Those who have applied for S.No. 5 to 7 against advertisement dated 24-30 July, 2021 need not apply again. However, they may update their application (if needed) without submitting any fee.
- 6. For post no. 7 Earlier it was reserved for women candidates. Now, the post is open for all.
- 7. Application will be summarily rejected if, received after the last date; incomplete in any respect; not accompanied by the full prescribed fee; and sent through other than Demand Draft (will be treated as without fee).
- 8. No fresh paper/enclosures will be permitted after closing date.
- 9. For any postal delay in the receipt of application form, the college is not responsible.
- 10. Applications not on original prescribed format will not be accepted.
- 11. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (with DD-MM-YY), name and designation of the issuing authority along with his/her signature.
- 12. Applicants who are in employment should route their applications *through proper channel* or should submit a 'No Objection Certificate' from the employer prior to the interview, failing which they may not be considered further.
- 13. Mere eligibility will not entitle any candidate for being called for interview/test. More stringent criteria may be applied for short listing the candidates to be called for interview/test.
- 14. Filling all mandatory fields/columns in the application form is required to make your application complete.
- 15. Good Academic Record for the teaching positions shall be as defined in the regulations.
- 16. The relaxation of marks for the SC/ST/Specially-abled (Physically and Visually specially-abled) categories will be as per UGC Regulations, 18 July, 2018 and their subsequent amendments for teaching positions.
- 17. The eligibility of an application shall be determined in accordance with the UGC Regulations, 18 July, 2018 and their subsequent amendments for teaching positions.
- 18. Candidates should send duly attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications.
- 19. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
- 20. Canvassing in any form will be a disqualification.
- 21. No interim correspondence shall be entertained.
- 22. The eligibility of the candidate will be determined on the last date of submission of application.
- 23. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College Management shall be final.
- 24. Any modifications/amendments/corrigendum regarding above advertisement shall be updated only on college website.
- 25. The duly filled form complete in all respect, alongwith certificates, marksheets etc. and *a MICR Coded demand draft of*
 - Rs. 1000/- for Gen/EWS/OBC and Rs.250/- for SC/ST candidates for the posts of Assistant Professor and
 - Rs. 500/- for Gen/OBC and Rs.250/- for SC/ST candidates for the non-teaching posts drawn in favour of *Manager*, *Vasant Kanya Mahavidyalaya* payable at *Varanasi* must reach *the Office of Vasant Kanya Mahavidyalaya*, *Kamachha*, *Varanasi* 221010 (UP) on or before 09.06.2023.

Date: 20.05.2023 MANAGER