शहीद भगत सिंह (सांध्य) महाविद्यालय
SHAHEED BHAGAT SINGH (EVENING) COLLEGE

दिल्ली विश्वविद्यालय (University of Delhi)

NAAC द्वारा 'A' श्रेणी प्राप्त NAAC Accredited 'A' Grade

शेख सराय फेस-2 (त्रिवेणी), नई दिल्ली-110017
Sheikh Sarai Phase - II, (Triveni) New Delhi-110017
Phone : 29253430, Tele/Fax : 011-29257826, Website : www.sbsec.org, E-mail: principal.sbsec@gmail.com

Advt. No. SBSC/EVE/417   **12th February, 2024**

Online Applications are invited for the following Post(s) on permanent basis at the web link http://dunt.uod.ac.in . The details of the posts, number of vacancies, pay band, procedure for filling vacancies etc. as prescribed under Delhi University Rules, are given below.

S. No.	Name of the Post	UR	OBC	SC	ST	PwBD	EWS	Max. Age	Basic Pay (Rs.)	Level as per Matrix
1.	Administrative Officer *	-	-	-	-	01 (VI)	-	35	56100-177500	Level-10
2.	Senior Personal Assistant	-	-	-	-	01 (LD)	-	35	44900-142400	Level-7
3.	Assistant	-	-	01	-	-	-	30	25500-81100	Level-4
4.	Junior Assistant	-	01	01	-	01 (HI)	-	27	19900-63200	Level-2
5.	Library Attendant	-	01	01	-	-	-	30	18000-56900	Level-1

*Under OBC Expansion

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section, VI - Visually Impairment including Blindness & low vision. LD-Locomotor Disability including leprosy cured, dwarfism, acid attack victims, cerebral palsy and muscular dystrophy, HI- Hearing impaired, OBD - Other Benchmark Disability (ASD-M, MoD), ID SLD, MI

- No application fee is applicable for PwBD/SC/ST/Women applicants
- Fees once paid shall not be refunded under any circumstances
- Candidates fulfilling the eligibility criteria may apply at the online link provided on the college website www.sbsec.org. Persons with Benchmark Disabilities (PwBD) may approach the help desk set up at the college, in case they require any assistance in filling up the application forms.
- For more details regarding qualification, procedure for filling vacancies, application fee etc, please visit the College website www.sbsec.org
- Any addendum/corrigendum shall be posted only on the College website.
- The last date of submission of online application form is 15 days from the date of publication of this advertisement in the Employment News.
- The College reserves the right to change the nature and /or number of posts advertised or not to fill up any or all the above posts at any stage without assigning any reason thereof.

(Prof. Arun Kumar Attree)
PRINCIPAL   Principal
SHAHEED BHAGAT SINGH (EVE.) COLLEGE
UNIVERSITY OF DELHI
SHEIKH SARAI-Ph-II
NEW DELHI-110017

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General Instruction for Apply

1. The candidates applying under PwBD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC/EWS for the purpose of computing the reservation.

2. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel and Training vide OM No.36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in

3. Out of Total posts 4% posts are reserved for (PwBD) candidates.

4. Candidates fulfilling the eligibility criteria may fill the online application form available on the college website i.e. www.sbsec.org   Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the College in case they require any assistance in filling up the application form.

5. The upper age limit prescribed for direct recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the government of India in this regard from time to time as applicable to central government establishments.

6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in case of departmental candidates of the University/college(s). The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its college(s) provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificates from the University or the concerned college where the applicant has served).

7. The upper age-limit and minimum educational qualification for the posts shall be determined as on the last date for submission of application.

8. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/Statutory or Autonomous bodies / University / affiliated or constituent colleges under the University / Public Sector Undertakings.

9. The upper age-limit prescribed for direct recruitment shall be relaxed 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 persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

10. The relaxation in upper age limit for employees working in University/ Colleges on Temporary/Ad-hoc/Contract basis will be as per rules of University of Delhi.

11. The candidates already in service must apply through proper channel.

12. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

13. Separate application has to be submitted for each post.

14. Consequent upon adoption of self-certification provisions as required by the Government of India, the College shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/ documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidates.

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15. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the college reserves the right to modify/withdraw/cancel any communication made to the applicant.

16. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc., may not be undertaken at the time of recruitment examination/test. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc., and satisfy themselves that they are eligible as per advertisement published/uploaded by the College before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaking by the College.

17. Applicants must not furnish any particulars that are false, tampered or fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.

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

19. Incomplete application in any form will be rejected.

20. Canvassing, in any form or on behalf of the candidate will be a disqualification.

21. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.

22. In compliance of the decision of the Hon'ble Supreme Court following credits shall be added in the final score obtained by those applicants who are working on contract / daily wages / basis in the University or its colleges provided that they have put in at least one year of service, for their placement in the respective merit list for the written examination as per the notified scheme of the said decision is reproduced as below:

"Those employees who were engaged in the year 2011 be given the benefit of 10 marks in the ensuing selection process while for every additional year that a contract employee had put in, benefit of one more mark subject to the ceiling of 8 additional marks be given. In other words, if a contract employee was engaged for the first time in the year 2010, he/she shall be entitled to the benefit of 11 marks, while one engaged since 2003 shall be given 18 marks, as against the appointee of 2011 who will have the advantage of only 10 marks. The contract appointees of 2012 and 2013 will have the advantage of 9 and 8 marks respectively."

Note: This clause would be made applicable for the post of Junior Assistant. For the remaining posts the criteria defined in the Information Brochure already available on the website under reference shall apply.

23. **The post of Administrative Officer (PwBD Category) under OBC expansion is subject to receiving approval from the UGC for filling up the said post.**

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Essential Education & Qualifications

SR.NO. 1 POST: ADMINISTRATIVE OFFICER

Educational Qualification Required:

Essential:

1. Good academic record plus Master's 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).

Desirable:

1. At least three-year 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. L.L.B. or MBA or CA/ ICWA or MCA or M.Phil/ P.h.D qualification.

SR. No. 2- SENIOR PERSONAL ASSISTANT

Educational Qualification Required:

Essential:
1. A Bachelor Degree from Recognized University.
2. At least 03 years of experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.
3. **Skill test norms:**
   (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
   (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on Computer.
   (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial Practice.
3. Knowledge of service rules applicable for Central Government establishments.

SR. No. 3 – POST: ASSISTANT

Educational Qualification Required:

Essential:

A Graduate from a recognized University in any discipline with good working knowledge of computers.

SR. No. 4 POST: JUNIOR ASSISTANT

Educational Qualification Required:

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.

SR. No. 5 POST: LIBRARY ATTENDANT

Educational Qualification Required:

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.