

**INSTRUCTIONS TO THE CANDIDATES:**

1. All PwD and women candidates are exempted from payment of application form.
2. All the posts will 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.
3. The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, 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.
4. The upper age-limit shall also be relaxable 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 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.
5. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
6. Application fees is to be deposited as per details given below:

S.No.	Category	Amount (in Rs.)
1.	UR/OBC	200/-
2.	SC/ST	100/-

The Payment can be made through demand draft drawn in favour of The Principal, Shaheed Bhagat Singh College, University of Delhi, payable at Delhi. Candidate should write his/her Name, Application No., Post applied for and Mobile No. on back side of the Demand Draft. **The candidates belonging to PWD categories and all women candidates are exempted from payment of application fee.**

7. The relaxation for upper age limit shall be provided to the persons already working in the University of Delhi/Colleges on contract/daily wages/ad-hoc shall be provided as per rules of the University of Delhi.
8. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulated 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 excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. 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.
9. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.

10. Candidates serving in Government/Public Sector Undertakings (including Boards) are required to send their applications through proper channel.
11. Canvassing in any form will be treated as disqualification.
12. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected.
13. 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.
14. 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.
15. Candidates are requested to send their application in the prescribed form only.
16. All candidates should have fulfilled the minimum eligibility on the date of application.
17. No TA/DA shall be paid. Candidates called for written test shall do so at their own expenses.
18. The candidates are instructed to carefully read the eligibility criteria.
19. Application received without complete information or without requisite fees shall be rejected.
20. Application can be downloaded through <http://www.sbsc.in>

### **HOW TO APPLY**

1. A recent passport size color photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained by the candidate for use at a later stage. Candidates are advised not to change their appearance till the recruitment process is complete.
2. Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement. Shaheed Bhagat Singh College would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.
3. Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:
  - All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheet & Degree certificate starting from matriculation onwards).
  - Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of PH candidates) in the prescribed format issued by the Competent Authority.
  - Document in support of Date of Birth proof.
  - Experience certificates / Documents issued by the Employer in support of experience details mentioned by candidate in the Application Form.

- NOC /Forwarding Letter from the employer in case candidate is employed in a Central /State Government / PSU / Semi Government organization.
4. Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s) / photographs etc. as mentioned or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
  5. Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered.
  6. Information regarding the written examination may be also be sent to the e-mail id mentioned in the application form by the applicant.
  7. Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for written test and/ or interview as the case may be.
  8. Enclose a self-addressed and stamped envelope.
  9. **There will be no Interview.**
  10. Application duly complete in all respects along with Bank Draft/IPO of Rs. 200/- (Rs. 100/- for reserved categories) in favour of The Principal, Shaheed Bhagat Singh College must reach the college on or before 21.04.2017 in a cover superscribed as "**Application for the post of \_\_\_\_\_**" (name of the post applied for). **The candidates belonging to PWD categories and all women candidates are exempted from payment of application fee.** The application should be addressed to:

**The Principal  
Shaheed Bhagat Singh College  
(Triveni), Sheikh Sarai, Phase II  
New Delhi- 110017**

**SR. NO.1 - POST : PROFESSIONAL ASSISTANT (LIBRARY)**

**Educational Qualification Required:**

1. M.Lib.Sc./ M.L.I.Sc. Or equivalent with 50% marks;

OR

Master's Degree in Arts / Science / Commerce or any other discipline with 50% marks and B.Lib.Sc / B.L.I.Sc. with 50% marks.

2. Computer Science paper at Graduate / PG level or Six months Computer Science course from a recognized institution.

**SR. NO.2 - POST : SEMI PROFESSIONAL ASSISTANT (LIBRARY)**

**Educational Qualification Required:**

1. Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks;
2. B.Lib.Sc / B.L.I. Sc. With 50% marks.
3. Course in Computer Application at Graduate / PG level or Six months Computer Science course from a recognized institution.

**SR. NO.3 - POST : SENIOR TECHNICAL ASSISTANT (COMPUTER)**

**Educational Qualification Required:**

1. MCA

Or

M.Sc. (Computer Science/IT) from a recognized University/Institute with one year experience

Or

B.Tech./B.E. (Computer Science/Information) Technology /ECE) or equivalent degree with one year experience in relevant area.

**SR. NO.4 - ASSISTANT (UDC)**

**Educational Qualification Required:**

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

**Desirable:**

1. One year experience in Educational Administration, General Admn., and Finance, Purchase etc. in Government department/bodies/corporation or reputed Educational Institutions.
2. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.

**SR. NO.5 - POST : LIBRARY ASSISTANT**

**Educational Qualification Required:**

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education / university / Govt. recognized institutions.
2. Certificate in Library Science / Library and Information Science from a recognized institution.
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized institution.

**SR. NO.6 - POST : JUNIOR ASSISTANT**

**Educational Qualification Required:**

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution with at least 50% marks or a Graduate from a recognized University.
2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

**Desirable:**

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.
2. Diploma in Office Management and Secretarial Practice.

**SR. NO. 7 - POST : LIBRARY ATTENDANT - M. T. S.**

**Educational Qualification Required:**

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution.
2. Certificate in Library Science / Library and Information Science from a recognized institution.

**Desirable:**

1. Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

**SR. NO. 8 - POST : LAB. ATTENDANT M.T.S. (GEOGRAPHY)**

**Educational Qualification Required:**

1. Should have passed **Matriculation (10<sup>th</sup>) or an equivalent** examination with science subjects from recognized Board.

**SR. NO. 9 - POST : COMPUTER LAB. ATTENDANT - M. T. S.**

**Educational Qualification Required:**

1. Should have passed **Matriculation (10<sup>th</sup>) or an equivalent** examination with science subjects from recognized Board.