SHAHEED BHAGAT SINGH (EVENING) COLLEGE
(University of Delhi)
Sheikh Sarai, Phase-II, New Delhi-110017
Phone No.: 29253430, Fax: 29257826, Website: www.sbsec.org

Applications are invited for the following Post(s) on permanent basis from the desirous candidates in the prescribed Application Form. The details of the posts, number of vacancies, qualification(s), 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	PwD	Max. Age	Pay Band	Grade Pay
1.	Cartographic Assistant	1	-	-	-	-	30	(PB-1) Rs. 5200-20200	Rs. 2800
2.	Library Attendant M.T.S	-	-	-	1	1 (HH)	27	(PB-1) Rs. 5200-20200	Rs. 1800

INSTRUCTIONS TO THE CANDIDATES:

1. 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.

2. 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.

3. 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.

4. There will be no interview for any of the posts.

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/-

     The Payment can be made through demand draft/IPO drawn in favour of The Principal, Shaheed Bhagat Singh (Eve) College, University of Delhi, payable at Delhi. Candidate should write his/her Name, Post applied for and Mobile No. on the back side of the Demand Draft/IPO. **The candidates belonging to SC/ST/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/ Colleges on Contract/ daily-wages/ ad-hoc basis 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 certificate 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 which is 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 verification of documents. 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 Form can be downloaded through http://www.sbsec.org

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 (Eve) 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 sent to the e-mail id mentioned in the application form by the applicant.

7. Only shortlisted candidates who are found apparently eligible based on the details given in the application form will be called for written test and/ or skill test as the case may be.

8. Enclose a self-addressed and stamped envelope.

9. Application duly complete in all respects along with Bank Draft/IPO of Rs. 200/-for UR/OBC in favour of The Principal, Shaheed Bhagat Singh (Eve) College must reach the college on or before 12.03.2018 by 7.00 pm in a cover superscribed as "**Application for the post of**_____ (name of the post applied for). **All SC/ST/Pwd & Women candidates are exempted from payment of application fee**. The application should be addressed to:

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

QUALIFICATION FOR NON-TEACHING POST
SR. NO.1 Cartographic Assistant

Essential Qualification

Graduate having studied relevant subjects with two years' experience in the relevant field.

Or

Post Graduate degree in relevant subject

Note:

All the direct recruits will be required to appear in a written/skill test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test.

Desirable Qualification
Diploma/Certificate in GIS and Remote Sensing from a Government Institution/Recognized University. Training in Photogrammetry and statistical Data Analysis experience in maintaining computer hardware and networking. The candidate should have demonstrated experience of handling digital resources and proficiency in computer and specialized application software such as for GIS and Remote Sensing.

SR. NO.2 - POST : LIBRARY ATTENDANT - M. T. S.

Educational Qualification Required:

Essential:

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:

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