



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

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 except for the post of Administrative Officer.
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/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 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 can be downloaded through <http://www.sbsec.org>
21. The candidates of following categories can apply for the posts reserved for PWD categories:

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|------------------------------|----------------|
| • Administrative Officer | VH (B.L.V.) |
| • Professional Assistant | OH (OA.OL.BL.) |
| • Library Attendant (M.T.S.) | HH |

VH (Visually Handicapped), OH(Orthopedically Handicapped) & HH(Hearing Handicapped)

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 (Rs. 100/- for reserved categories) in favour of The Principal, Shaheed Bhagat Singh (Eve) College must reach the college on or before 21.04.2017 by 7.00 pm in a cover superscribed as "**Application for the post of _____** (name of the post applied for). **All 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 - POST : ADMINISTRATIVE OFFICER

Educational Qualification Required:

Essential:

1. Good academic record plus Masters 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.

Selection Process:

Direct Recruitment:-

The following shall be the scheme of Examination, components of written test and its syllabus etc. for the posts in the common cadre of **Administrative Officer** by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type (150 questions)	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type	Time: 2 hours	Max. marks allowed: 150 marks	
Total Marks (150+150+150)			450 marks

II. Components of Written Test

COMPONENTS		DURATION	
		NO. OF QUESTIONS	MARKS
(A)	Test of General Studies	150	150
(B)	Educational Administration and Management	--	150
TOTAL			300

Note:

1. The questions shall generally be on the minimum qualification level.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Section-A and Section-B of the test components.
4. Answer script of Section-B of a candidate would be evaluated only if he qualifies in Section-A of test components.
5. The candidates may write Section-B of written test either in English or Hindi.

III. Syllabus:

Section A: Test of General Studies (Objective Type)

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability. Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Section B: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, Basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

IV. Personality Test / Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extracurricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

SR. NO.2 - POST : SENIOR TECHNICAL ASSISTANT (COMPUTER)

Educational Qualification Required:

Essential:

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.
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SR. NO.3 - POST : PROFESSIONAL ASSISTANT (LIB.)

Educational Qualification Required:

Essential:

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.
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SR. NO.4 - POST : SEMI PROFESSIONAL ASSISTANT

Educational Qualification Required:

Essential:

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.
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SR. NO.5 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.6 - POST : ASSISTANT

Essential:

1. A Graduate from a recognized University in any discipline with working knowledge of Computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

Or

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University

2. Minimum 2 years of Administrative Experience.

SR. NO.7 - POST : LIBRARY ASSISTANT

Educational Qualification Required:

Essential:

Direct recruitment:-

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.
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SR. NO.8 - 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.

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

Educational Qualification Required:

Essential:

Should have Passed Secondary (10th) or an equivalent examination with science subjects.
