KALINDICOLLEGE

(University of Delhi)
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KC/NTS- APPTT/2015   31.3.2015

Kalindi College invites applications for various Non-Teaching Posts, to be filled on permanent basis, in the pay scale mentioned against each post and usual allowance as per rules of University of Delhi/UGC from time the time.

The posts to be filled are hereunder:

Sl. No.	Name of the Post	Category of the Post					Age Limit (Max.) (Yrs)	Pay Band + Grade Pay (G.P) (Rs.)
		UR	OBC	SC	ST	PwD		
1.	Administrative Officer	01 (reserved for Orthopedically Handicapped category from any of the category, UR/OBC/SC/ST)					35	15600-39100+GP 5400
2.	Section Officer* (Administration)	01					35	9300-34800+GP 4600
3.	Sr. Assistant	2 Out of these, one vacancy is reserved for the Visually Handicapped from any of the category, UR/OBC/SC/ST					35	9300-34800+GP 4200
4.	Assistant	4					30	5200-20200+GP 2400
5.	Junior Assistant			1			27	5200-20200+GP 1900
6.	Professional Assistant (Library)	1					35	9300-34800+GP 4200
7.	Sr. Technical Assistant (Computer)	1					35	9300-34800+GP 4200
8.	Workshop Mechanic	1					30	5200-20200+GP 2800
9.	Museum Curator	1					30	5200-20200+GP 2800
10.	Tabla Accompanist	1					45	5200-20200+GP 2400
11.	Laboratory Assistant	3					30	5200-20200+GP 2000
12.	**Multi-Tasking Staff (M.T.S)(Laboratory)		3		1		27	5200-20200+GP 1800
13.	Multi-Tasking Staff (M.T.S) (Library)		6(Out of these, one vacancy		2		27	5200-20200+GP 1800

			is reserved for the HH Category from any of the category, UR/OBC /SC/ST)					

*SO(Admn.) may be posted to work in other sections too like accounts/examination etc.
** Multi-Tasking Staff (Laboratory): 2 Geography, 1 Computer Science & 1 Chemistry Lab

EDUCATIONAL QUALIFICATIONS & OTHER REQUIREMENTS

ADMIN. OFFICER (1-UR) (reserved for Orthopedically Handicapped category from any of the category, UR/OBC/SC/ST)
Pay Band- Rs.15600-39100 + (G.P 5400/-)
 Essential Qualification:
Good academic record plus Master 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 years' 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. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

NOTE:
1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Educational Administration/Examinations/GeneralAdministration/Purchase/Establishment/Accounts & Finance/ Project management/ HR/Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. The scheme of the examination including weightage of marks for written test and interview etc as prescribed by the University from time to time with the approval of the Executive Council in this regard.
5. All the direct recruits should possess working knowledge of computers.

 Age Limit:- 35 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

SECTION OFFICER (1-UR)

Pay Band- Rs. 9300-34800+GP 4600

Essential Qualification:

(a) Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline.

      OR

Graduate Degree with minimum 50% of marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

(b) Minimum 6 years of Administrative experience.

Age Limit:- 35 years (Age relaxation will be allowed as per University of Delhi Rules/guidelines).

SENIOR ASSISTANT(2-UR) Out of these, one vacancy is reserved for the Visually Handicapped from any of the category, UR/OBC/SC/ST

Pay Band- 9300-34800+GP 4200

Essential Qualification:

1. Graduate with minimum 50% or Post Graduate with minimum 50% marks from a recognizedUniversityinany discipline with working knowledge of computers, and Diploma / Certificates of minimum 6 months duration in Computer Application / Office Management/SecretarialPractice/FinancialManagement/Accounts orequivalentdiscipline.
OR
Graduate Degree with minimum 50% marks in Computer Application / Office Management / SecretarialPractice/FinancialManagement/Accountsorequivalentdisciplinefromarecognized University.

2. Minimum 4 Years of Administrative Experience.

Age Limit: 30 Years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

ASSISTANT (4-UR)
Pay Band- 5200-20200+GP 2400

Essential Qualification:

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma/Certificates 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.

AgeLimit: 30 Years(Age relaxation will be allowed as per University of Delhi rules/guidelines).

JUNIOR ASSISTANT(1-SC)
Pay Band- 5200-20200+GP 1900

Essential Qualification:
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 and Diploma/Certificate of minimum 6 months duration in Computer Application / Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.

<div align="center">OR</div>

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

2. Having a typing speed of 40w.p.m. in English or 30w.p.m. in Hindi Type writing through computers.

Age Limit:- 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

PROFESSIONAL ASSISTANT (Library) (1-UR)
Pay Band- 9300-34800+GP 4200

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

<div align="center">OR</div>

Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./B.L.I.Sc. with 50% marks.
2.Computer Science paper at Graduate/PG level or six months Computer course from a recognized institution.

Note: All the recruits will be required to appear in a written/skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

AgeLimit: 35 Years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

SENIOR TECHNICAL ASSISTANT (COMPUTER) (1-UR)
Pay Band- 9300-34800+GP 4200

Essential Qualification:

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

<div align="center">OR</div>

B.Tech./B.E.(Computer Science/Information Technology/ECE) or equivalent degree with one

year experience in relevant area.

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 and interview.

Age Limit: 35 Years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

WORKSHOP MECHANIC (1-UR)
Pay Band- 5200-20200+GP 2800

Essential Qualification:

A Post graduate degree in the relevant subject with two years' experience in relevant field.

OR

A Bachelor degree in the relevant subject with three years' experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a College/R&D Institution under State/Central Government. 3 year Diploma in relevant subject with 7 years' experience in laboratory of a University or a College/R&D Institution under State/Central Government.

Note:

Must be thoroughly conversant with all types of lathe work like facing surfacing, turning, multiple screw cutting (including various forms of screw thread) tape & curved turning etc. should be able to work on other workshop machines like sharper milling & drilling etc. Ability to repair lab.instrument like Galvanometers, stop clocks & watches desirable.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

MUSEUM CURATOR(1-UR)
Pay Band- 5200-20200+GP 2800

Essential Qualification:

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

OR

Post Graduate degree in relevant subject

Note: Candidates who have studied B.Sc.(Biology group) and having adequate familiarity with herbarium and museum techniques shall be preferred.

Age Limit: 30 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

TABLA ACCOMPANIST (1-UR)
Pay Band- 5200-20200+GP 2400

Essential Qualification:

1. Proficiency in the art of Tabla Playing with particular reference to the accompanist aspects, both for vocal (Khyal and Dhrupad gayakies) and Instrumental.
2. Degree / Diploma in Tabla / Pakhwaj or should have undergone training in Tabla / Pakhwaj undergone training in Tabla / Pakhwaj under an established Guru, for a period of not less than 3 years.
3. Should have worked in a University / College / Recognized Institution / A.I.R. for a period not less than two years.

Desirable Qualification :-

1. Knowledge of other percussion Instruments like Dholak , Noal etc.
2. Knowledge of Hindustani Music (Vocal / Instrumental).
3. Persons having educational background will be given preference.

AgeLimit: 45 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

LABORATORY ASSISTANT (3-UR)
Pay Band- 5200-20200+GP 2000

Essential Qualification:
Should have passed Senior Secondary (10+2)or an equivalent examination with Science subjects with 50% marks.

<div align="center">OR</div>

B.Sc. Graduate.

Note:-
All the recruits will be required to appear in a written/skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

AgeLimit: 30 Years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

M.T.S. LABORATORY ATTENDANT (1-ST, 3 OBC)
Pay Band- 5200-20200+GP 1800
Essential Qualification:

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

Note: All the direct recruits will be required to appear in written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and Interview.

AgeLimit: 27 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

M.T.S. LIBRARY ATTENDANT (2-ST, 6-OBC) Out of these, one vacancy is reserved for the HH Category from any of the category, UR/OBC/SC/ST

Pay Band- 5200-20200+GP 1800

Essential Qualification:
1.Passed 10th or equivalent examination from any State Education Board or Govt.recognized Institutions.

2. Certificate in Library Science/ Library and Information Science from a recognized institution.

Desirable:

Computer Course as a subject at Secondary level or Basic course in Computers from any institution.

Note: All the recruits will be required to appear in a written/skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview
AgeLimit: 27 years (Age relaxation will be allowed as per University of Delhi rules/guidelines).

SCHEME OF EXAMINATION:- As per University rules.

FEES:
Rs. 250/- for General or OBC category candidates
Rs. 100/- for SC/ST category candidates
PwD Candidates are exempted from payment of fees.
Only in the form of **Demand Draft**, drawn in favour of ""The Principal, Kalindi College", payable at New Delhi.

Candidates belonging to OBC category may please note that only CENTRAL LIST of OBC shall be considered for extending reservation benefits for this category. Candidates are required to produce certificate issued by the competent authority in this regards.

HOW TO APPLY

Eligible candidates are required to download the application form available on the college website: www.kalindi.du.ac.in. Duly filled application form, alongwith the fees of Rs. 250/- (For Gen/OBC) or Rs. 100/- (For SC/ST) in the form of Demand Draft, drawn in the favour of "The Principal, Kalindi College", payable at New Delhi, along with attested photocopies of certificates & testimonials should be sent through speed post/registered post to the college. The candidates are required to apply only through speed post/registered post super scribing the envelope as **"APPLICATION FOR THE POST OF _____" CATEGORY _____:**

Addressed to "The Principal, Kalindi College(University of Delhi), East Patel Nagar, New Delhi-110008" on or before 30th April, 2015.

- Applications received after the last date shall not be entertained.
- Applications received by mode other than Registered /Speed post, shall not be accepted.

PROBABLE MODES OF REJECTIONS OF APPLICATIONS:

1. Applications not filled properly or Relevant Columns left unfilled
2. Applications not accompanied by the required fee or paid through mode other than D.D
3. Applications received after the last date
4. Applications not filled in the prescribed format
5. Applicant on account of being ineligible due to age, qualifications, experience, required skills etc.
6. Applications not accompanied by the copy of certificates/testimonials
7. Applications not accompanied by the relevant caste certificate for claiming reservation.
8. Applications not accompanied by the proof of applying through proper channel etc.

Please Note: The above list is only indicative and there may occur various other circumstances for rejection of applications on various other grounds. Therefore, candidates are required to take enough precautions before sending the application.

IMPORTANT NOTE:

1. PWD posts are to be filled as per University rules and regulations.
2. For complete details of the advertisement along-with application form please visit the college website: www.kalindi.du.ac.in.
3. The college reserves the right to vary number, nature and/or category of posts advertised. The college reserves the right not to fill up some or all the advertised posts or modify or withdraw posts or withdraw the advertisement (partial or full), if the circumstances so warrant.
4. The candidates already in service must apply through proper channel.
5. Any addendum / corrigendum/ notices related to this recruitment including scheme / date of examination etc. shall be posted on the college / University website only. Candidates are advised to regularly visit the website of the college / University for updates for updates.
6. Before applying, the applicants are required to ensure that they are eligible in all respect for the post applied by them.

Opening Date: 31.3.2015   **Closing Date: 30.4.2015**

Sd/-
PRINCIPAL