



SRI VENKATESWARA COLLEGE: DHAULA KUAN: NEW DELHI-110021

Ref. No. SVC/NT/Advt./2017

Date : 28.08.2017

A written test will be held on 03/09/2017(Sunday) for appointment to the following post(s) purely on contractual basis.

S. No.	Name of the post(s)	No. of Post(s)	Max. Age	Consolidated pay (pre-revised)
1	Professional Assistant (Library)	1	35	19800
2	Semi Professional Assistant (Library)	1	35	16700
3	Assistant	1	30	16700
4	Jr. Assistant	1	27	15800
5	MTS-Library	2	27	11000
6	MTS-Office	1	27	11000


Note:-

1. Candidates are required to register themselves on the college website at www.svc.ac.in latest by 12.00 P. M. on 31/08/2017.
2. Only registered and eligible candidates will be allowed to appear in the exam test.
3. Any addendum/corrigendum shall be posted only on the college website.
4. No TA/DA will be paid for attending the test.
5. The college reserves the right to cancel/postpone the test without assigning any reasons thereof.
6. The college reserve the right to increase or decrease the number of post advertised.
7. Eligibility criteria for appointment to each post is attached as Annexure-I.

Reporting Time: 09.30 A.M.

Test Time: 10.00 A.M.

Venue: Sri Venkateswara College


(Administrative Officer)


PRINCIPAL

1. College Website

2. D.U. Website

Minimum eligibility for the candidate

Professional Assistant

Essential :

M. Lib. Sc. / MLI Sc. or equivalent with 50% marks.

or

Masters in degrees in Arts/ Science / Commerce or any other discipline with minimum 50% marks and B. Lib. Sc. / B. L. I .Sc. with 50% marks

Computer Science paper at graduate level or PG level or six months computer course from any recognized institute.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

Semi-Professional Assistant (SPA)

Essential:

Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks. or

B.Lib.Sc / B.L.I.Sc with 50% Marks.

Course in Computer Applications at Graduate or PG Level or 6 months Computer course from a recognized institution.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

Assistant

Essential:

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

Or

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

b) Minimum 2 Years of Administrative Experience

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

Junior Assistant

Essential:

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 Applications / 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.

b) Computer typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC)

M.T.S. – Library Attendant

Essential:

Passed 10th or equivalent examination from any State Education Board or Government recognized institution

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.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

M.T.S. – Office Attendant

Essential:

Passed 10th or equivalent examination from any State Education Board or Government recognized institution

Desirable:

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

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)