



(A College 100% funded by Govt. of NCT of Delhi)  
**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES**  
(University of Delhi)  
PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089

Advt. No.: SSCBS/NT ADVT./2018/01

NOVEMBER 3, 2018

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Shaheed Sukhdev College of Business Studies invites **online** applications from eligible candidates for the following **permanent and contractual** non-teaching posts of the college.

**PERMANENT POSITIONS:**

Sl. No.	Name of the post	Pay Scale in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Age Limit*	No. of Post (s)	UR	OBC	PwD
1	Placement Officer	Level-10 (₹ 56,100 – ₹ 1,77,500)	35	1	1	-	-
2	Programmer	Level-10 (₹ 56,100 – ₹ 1,77,500)	35	1	-	-	1 (VH)
3	Senior Technical Assistant (Comp.)	Level-6 (₹ 35,400 – ₹ 1,12,400)	30	2	1	-	1 (OH)
4	Junior Assistant	Level-2 (₹19,900 – ₹ 63,200)	27	2	-	1	1 (HH)
5	Junior Assistant-cum-Care Taker	Level-2 (₹ 19,900 – ₹ 63,200)	27	1	-	1	-

UR - Unreserved, OBC - Other Backward Classes, PwD – Persons with Disability (VH-Visually Handicapped, OH- Orthopaedic Handicapped, HH – Hearing Handicapped)

\* Age relaxation will be allowed as per guidelines of University of Delhi/UGC

**CONTRACTUAL POSITIONS:**

Sl. No.	Name of the post	Consolidated Salary	Age Limit	No. of Post (s)
1	System & Network Administrator	₹ 35,000 – 40,000/-	35	1
2	Sr. Technical Assistant	₹ 23,760/-	30	1
3	Technical Assistant	₹ 18,960/-	30	1
4	Matron (for Girls Hostel)	₹ 25,000/-	25-50	1
5	Manager (For Boys Hostel)	₹ 25,000/-	25-50	1
6	MTS (Lab Attendant)	₹ 15,070/-	27	1
7	MTS (Office Attendant)	₹ 15,070/-	27	2

## **ESSENTIAL QUALIFICATIONS FOR PERMANENT NON-TEACHING POSTS**

### **1. PLACEMENT OFFICER: One (Unreserved):**

Level-10 (₹ 56,100 – ₹ 1,77,500)

**Essential:** Master's Degree in Business management/Engineering/Technology/Arts/Science or in any discipline of Social Sciences such as Sociology/Economics/Commerce/Psychology/Social Work etc. with familiarity in Business Management and /or Personal Management.

**Desirable:** A person having industrial background or the knowledge of working of private and / or public undertakings or educational institutions with special reference to placement and training work will be given preference.

**Maximum Age Limit: 35 Years** (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

### **2. PROGRAMMER: One (Reserved for PwD-VH):**

Level-10 (₹ 56,100 – ₹ 1,77,500)

**Essential:** B.E / B.Tech. in Computer Science/ Computer Engineering/Computer Technology/Information Technology or M.Sc. (Computer Science) or MCA with three years' experience in programming and Database management or Network administration in a research / Educational institute or commercial / service industry establishment of repute.

**Maximum Age Limit: 35 Years** (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

### **3. SENIOR TECHNICAL ASSISTANT (COMPUTER): Two (One Unreserved & One Reserved for PwD- OH)**

Level-6 (₹ 35,400 – ₹ 1,12,400)

**Essential:** B.E./B.Tech in Computer Science/Computer Engineer/Computer Technology/Information Technology or M.Sc (Computer Science) or MCA with 01 year experience in programming and Database Management or Network administration in a research/Educational institute or commercial/service industry establishment of repute.

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

**4. JUNIOR ASSISTANT**  
**: Two [One for OBC and one for PwD (HH)]**

**Level-2 (₹ 19,900 – ₹ 63,200)**

**Essential:**

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

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

**5. JUNIOR ASSISTANT-CUM-CARETAKER**  
**One (One for OBC)**

**Level-2 (₹ 19,900 – ₹ 63,200)**

**Essential:**

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

**Desirable:**

1. Experience of working in a college/school or similar establishment.
2. Working knowledge of maintenance and security systems and procedures.

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

**ESSENTIAL QUALIFICATIONS FOR CONTRACTUAL NON-TEACHING POSTS**

**1. SYSTEM & NETWORK ADMINISTRATOR:**

- a. **Essential Qualification and Experience:** MCA/B.E./B.Tech/M.Sc. (Informatics) or equivalent in computer science or related discipline. At least one year of System and Network Administration experience in an organization for general domain system administration with user accounts management, network administration, security administration, web-server and database administration.
- b. **Desirable Qualification:** Microsoft MCSA, Cisco CCNA, CISSP and/or any other equivalent certifications.

- c. **Duties:** Primary duties will include installation and maintenance of servers, desktops, security devices and other network components in a medium sized Windows Active Directory based domain, ensuring that the whole network works efficiently without any threat of viruses, security breaches or any other interruption to the network. Other duties may include developing scripts, system related project management, supervision of junior computer staff, backups of systems and other important data, and should be able to provide technical support for all computer related activities of the college.
- d. **Duration of Appointment:** Six months (likely to be extended)
- e. **Selection Procedure:** Selection will be done on the basis of a personal interview.

## 2. **SR. TECHNICAL ASSISTANT**

**Essential:** B.E./B.Tech in Computer Science/Computer Engineer/Computer Technology/Information Technology or M.Sc (Computer Science) or MCA with 01 year experience in programming and Database Management or Network administration in a research/Educational institute or commercial/service industry establishment of repute.

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

## 3. **TECHNICAL ASSISTANT:**

### a. **Essential:**

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

Or

Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject.

Or

Three year Diploma in Engineering/Science in relevant subject from Government recognized institute having 04 (four) years' of work experience in Laboratory related work.

**b. Desirable:** The candidate should be equipped with handling audio-visual teaching aids of latest technology and have knowledge of basic repairs of the same.

## 4 & 5. **MATRON & MANAGER (FOR GIRLS & BOYS HOSTEL):**

- a. **Minimum qualification:** Bachelor's degree in any discipline with computer proficiency in software like MS Office/Excel etc. and must be conversant with internet use.
- b. **Desirable:**
  - i) Having experience in management of Hostel/ any other residential academic organization with excellent Administrative capabilities.
  - ii) Having good communication skills and pleasing Personality with good leadership quality.
  - iii) Age limit: Preferably between 25 to 50 years.
- c. **Salary:** ₹ 25,000/- (Rupees twenty five thousand only) per month (consolidated).
- d. **Period of Appointment :** 6 Months (Likely to be extended)
- e. **Conditions of Appointment :**

- i) The appointee will be required to stay in the hostel round the clock.
- ii) Will be given a weekly off.
- iii) Will be provided one room accommodation with attached bathroom and free mess facility.

**Selection Procedure:** Selection will be done on the basis of a personal interview.

**Duties and Responsibility:** The post requires a person who likes and understands young people. He/she should demonstrate good skills with young people and their parents and guardians by being a good listener, reliable, warm and friendly in disposition, with sufficient sensitivity. He/She will be responsible for safeguarding, welfare and security of the residents. He/she is required to perform the duties of the hostel office, handle email communications with residents, parents, wardens, principal etc. ensure discipline in the hostel, maintenance of hostel inventory, cleanliness and maintenance of premises of hostel block.

#### **6. MTS (LAB ATTENDANT)**

**Essential:**

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

**Note:**

The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time..

#### **7. MTS (OFFICE ATTENDANT):**

- a. **Essential:** Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Government recognized Institution.
- b. **Desirable:** Computer as a subject at Secondary level or Basic course in Computers from any Institution.

#### **IMPORTANT INSTRUCTIONS:**

1. Candidates are required to visit the college website i.e. [www.sscbs.du.ac.in](http://www.sscbs.du.ac.in) for filling the online application form and for the detailed advertisement.
  2. Before filling up the form, candidates are advised to carefully go through the Advertisement Advt.No. SSCBS/NT ADVT./2018/01 available on the college website and confirm your eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
  3. As a first time user, a candidate shall create the login details by clicking on the “Click here for new Registration” option on the webpage.
- In the “Login details”, candidate shall provide the email-id, which would be used for any future communication with the college.

- Candidate shall then create a password (of minimum six characters) for online registration purpose.
  - Candidate shall also provide a valid mobile phone number (10 digit number without any prefix).
  - Please verify that all the details given in the form are correct.
4. On completion of this process a verification email will be sent on candidate's email account with a confirmation link, which the candidate shall have to click to confirm the registration. Please note that this email account is same as the one provided by the candidate earlier.
  5. The candidate shall now log on to the college website using "registered email-id" and created "password" to fill the online Application Form. The same login information will be used every time to login to the candidate's account.
  6. Candidate has to upload the following items:
    - i. Passport size photograph of the applicant (maximum size: 50kb; Formats: JPG/ JPEG)
    - ii. Scanned signature of the applicant (maximum size: 50kb; Formats: JPG/ JPEG/)
    - iii. Self-attested copy of Caste Certificate, if applicable (maximum size: 150kb, Formats: JPG/ JPEG)
    - iv. Birth Certificate (or class 10<sup>th</sup> Certificate) (50 kb)
    - v. All Qualification Certificate [1 MB (pdf format)]
    - vi. Physically Handicapped Certificate (50 kb)
  7. The PwD candidates have the options of filling the form in both online and offline, which is available on the college website.
  8. Candidates are mandatorily required to pay online fees as per details mentioned below. In case a candidate wishes to apply for more than one post, separate form and prescribed fees is to be paid for the same.

<u>S. No.</u>	<u>Category</u>	<u>Amount</u>
(a)	UR/OBC	Rs. 200/-
(b)	SC/ST	Rs. 100/-
(c)	Women/PwD	Nil

9. The date of submission of online form is from **03/11/2018 to 24/11/2018**.
10. Addendum/corrigendum (if any) shall be posted on the college/DU website.
- 11. Candidates need to necessarily send the print out of the duly filled in online application form alongwith the self-attested copies of all the certificates, experience, caste etc. latest by 28/11/2018 till 05.00 p.m. at the following address in a sealed envelope superscribing "Application for the post of ..... (Name of the Post)" :**

**The Principal  
Shaheed Sukhdev College of Business Studies  
(University of Delhi)  
PSP Area – IV, Dr. K.N. Katju Marg  
Sector-16, Rohini  
Delhi – 110 089.**

12. College will accept the application form through online mode only. Applications other than online mode, will not be accepted except for PWD candidates who will have the option of filling the form in both online and offline, which is available on the college website.
13. The date of written examination /skill test / interview for each post will be notified on the college website. Candidates are required to check the college website on regular basis.
14. Admits Cards will not be sent by the college.
15. Candidates are required to take two print outs of the online Application Form out of which one is to be sent to the college alongwith copies of testimonials as mentioned above and the other one will be used as Admit Card on the day of the examination.
16. Candidates are required to furnish correct/exact email ID for college correspondence.
17. In order to avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any network problem or any other such type of problem.

**GENERAL INSTRUCTIONS TO THE CANDIDATES:**

- 1 Candidates are required to appear in a written test/skill test/interview to adjudge the basic knowledge as per the requirement of the post. Those candidates who qualify the written examination/skill test or any other test applicable to that post will only subsequently be called for interview, wherever applicable. The selection shall be based on the performance of the candidate in the written test and interview.
- 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 as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of person 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 as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
- 5 The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of

- services rendered by them one time exemption provided they have put at least one year of services.
- 6 The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
  - 7 Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category (Central list), certificate should specifically contain a clause that the candidate does not belong to creamy layer section. The certificate of OBC should be issued not prior to 31.03.2018.
  - 8 Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
  - 9 Candidates already in service must apply through proper channel and age relaxation will be given as per the University of Delhi rules.
  - 10 Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
  - 11 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.
  - 12 Fees once paid shall not be refunded under any circumstances.
  - 13 All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
  - 14 No TA/DA shall be paid to any candidate for appearing in written test/ skill test/ interview.
  - 15 The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the online form.
  - 16 The College shall not be responsible for any delay/loss due to postal or technical reasons.
  - 17 Applications received without complete information or without requisite fees shall be rejected.
  - 18 In case any candidate is found to have furnished false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.
  - 19 The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
  - 20 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.



- 21 A separate online application form has to be submitted for each post.
- 22 Candidature may be cancelled if more than one application is submitted for the same post.
- 23 **College reserves the right to fill or not to fill the above mentioned post(s) without assigning any reason thereof.** The number of posts Unreserved/Reserved may increase or decrease on the discretion of the college. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.

**Principal**