

**ADVERTISEMENT FOR
NON-TEACHING POSITIONS IN
MATA SUNDRI COLLEGE FOR WOMEN**

2023-2024

INFORMATION AT A GLANCE

Important Date and Fee Details

Date of Submission of Application Form		
Fee Payable by Candidate	Unreserved/OBC	700 (Non-refundable)
	Female/SC/ST/PwD	NIL
Date and Time of Examination		To be announced later on college website i.e. http://mscw.ac.in Note: The selection will be made on the basis of scheme of examination as prescribed by the University of Delhi from time to time.
Duration and Scheme of Examination		As mentioned in the Recruitment Rules (Non-Teaching Employees) 2020, University of Delhi

Applications are invited for the following Non-teaching post(s) in the pay level as per 7th Pay Commission on permanent basis from the desirous candidates in the prescribed Application Form available at College Website. The details of the posts, number of vacancies, pay band, procedure for filling vacancies etc. as prescribed under Delhi University Rules are given below: The details of advertisement and prescribed format along with guidelines & qualification is available on the college website www.mscw.ac.in

S.No	Name of Post	Total Post	UR	PwBD	Max Age (Years)	Pay level
01	OMSP Instructor	01		01 (HH)	--	Pay level 07
02	Sr. PA to Principal	01	01		35	Pay level 07
03	JACT	02	02		27	Pay level 02

Abbreviation: UR- Unreserved, PwBD Person with Benchmark Disabilities, HH- Hearing Impaired.

1. Candidate can download the Application forms from the College website i.e., www.mscw.ac.in.
2. The applicants must send their applications form by way of speed post/ courier/ general dak. No application will be received in the college by hand. The College shall not be responsible for any delay loss due to postal or technical reason.
3. Age relaxation will be allowed as per the guidelines of University Of Delhi/ UGC.
4. A separate application form should be filled in by the candidate for each post along with separate fee if the candidate wishes to apply for more than one post.
5. The College will notify the dates of tests & interview in advance at its website.
6. The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are required to refer the College website time to time for updation / modification, if any.
7. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview/ Written test.
8. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.
9. 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 as per guidelines of University of Delhi
10. No T.A. or D.A. will be paid for appearing in the written test and interview.
11. Application fee should be submitted through a Demand draft drawn in favor of "**Principal, Mata Sundri College for Women**" payable at Delhi, should be attached with prescribed application form. The details of fee are given below:-

Category	Fee (Rs.)
UR / OBC	700/-

No application fee shall be charged from SC/ST, PwD and Women applicants.

The last date for submitting the application is 21 days from the date of publishing the advertisement in Employment News or 31.10.2023 whichever is later.

Principal

Details of Posts and Qualifications:

Name of the Post	:	OMSP Instructor
No. of Post	:	01 (Reserved for HH- Hearing Impaired)
Classification	:	Group B
Scale of Pay	:	Pay Level 07 as per VII CPC
Age Limit	:	-

Essential Qualifications:

1. A Graduate from a recognized University in any discipline with working knowledge of computers.
2. Diploma / Certificate of higher or lower grade in English Shorthand and Typewriting of a examination body other than UPSC
3. Teaching experience in English Shorthand through common words: (b) Vertical, horizontal or higher frequency word pattern of teaching typewriting and (c) General English.
4. Aptitude for teaching English Shorthand and Typewriting.
5. Minimum of 10 years "service as English Stenographer".

Desirable Qualifications:

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

Name of the Post	:	Sr. PA to Principal
No. of Post	:	01 (UR)
Classification	:	Group B
Scale of Pay	:	Pay Level 07 as per VII CPC
Age Limit	:	35 Years for Direct Recruitment

Essential Qualifications:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
 - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
 - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Desirable Qualifications:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

Note:

1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.
3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

Name of the Post : **JACT**
No. of Post : 02 (UR)
Classification : Group C
Scale of Pay : Pay Level 2 as per VII CPC
Age Limit : 27 Years for Direct Recruitment

Essential Qualifications:

1. A Senior Secondary School Certificate (10+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

GENERAL CONDITIONS FOR THE APPLICANTS

1. Application fee should be submitted through a Demand draft drawn in favor of “Principal, MATA SUNDRI COLLEGE FOR WOMEN” payable at Delhi, should be attached with prescribed application form.
2. All the posts will be filled as per the **Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D)** of the University of Delhi. The qualifications and other service conditions shall be as prescribed by the University of Delhi from time to time.
3. A separate application form along with requisite fee has to be submitted for each post. Application form is available in the Information Brochure on the College website i.e., <http://mscw.ac.in> and Delhi University website i.e., www.du.ac.in.
4. The applicants must send their applications forms by way of speed post / courier / general dak. No application will be received in the college by hand. The College shall not be responsible for any delay loss due to postal or technical reason.
5. The applicants are advised to send their applications well before the due date so that it reaches in the college in time.
6. The applications lost in transit or not received in the college by due date shall not be considered. The college will not be held responsible for not considering such applications.
7. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

8. Those who are in employment with State/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of submission of application before the due date. Failure to submit NOC by due date will lead to cancellation of candidature
9. Canvassing in any form will be a disqualification
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
11. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
12. All correspondence from the College including written test / interview letter, if any, shall be made available on the college website i.e. <http://mscw.ac.in>.
13. The number / category / recruitment mode of posts advertised may increase / decrease / change, and the college reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
16. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. Only such persons would be eligible for reservation in services/posts under VI/LD/HH categories who suffer from not less than 40% of disability.
17. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application, they shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
18. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the College.
19. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same

20. AGE RELAXATION:

- a. The upper age limit prescribed for the advertised post shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments and adopted by the University.
- b. The upper age-limit prescribed for the advertised post shall also be relaxed 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 organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.
- c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s). The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in atleast one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served)
- d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.
- e. In terms of E. C. Resolution No. 236 dated 02.03.1994, the validity of the advertisement is 18 months from last date of submission of applications. This implies that the recruitment process shall be completed before the end of 18 months. However, consequential actions like declaration of result(s), joining of selected candidate(s), validity of panel(s) etc. can be taken beyond 18 months.
- f. For Direct Recruitment wherever a percentage has been prescribed for the minimum qualifying education qualification in these rules, there will be a relaxation of 5% for the applicants belonging to the various designated reserved categories in accordance with the instructions received from the Government of India/University Grants Commission in this regard from time to time.

Principal