



गार्गी महाविद्यालय GARGI COLLEGE



दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049
दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com

विज्ञापन/एन टी/2023/01

दिनांक: 04.01.2024

सूचना

विभिन्न गैर-शिक्षण स्थायी पदों के लिए के ऑनलाइन आवेदन आमंत्रित किए जा रहे हैं। इन पदों का विवरण कॉलेज की वेबसाइट <https://gargicollege.in/> के साथ-साथ दिल्ली विश्वविद्यालय की वेबसाइट www.du.ac.in पर भी उपलब्ध होगा। ऑनलाइन आवेदन जमा करने की अंतिम तिथि रोजगार समाचार में विज्ञापन के प्रकाशन की तिथि से 21 दिनों के भीतर होगी।

कोई भी परिशिष्ट/शुद्धिपत्र केवल कॉलेज की वेबसाइट पर पोस्ट किया जाएगा।




प्राचार्य (कार्यवाहक) 4.1.24.




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Ref : No. विज्ञापन/एनटी/2023/01

दिनांक: 04.01.2024

स्थायी आधार पर निम्नलिखित गैर-शिक्षण पदों के लिए निर्धारित प्रारूप में ऑनलाइन आवेदन आमंत्रित किए जा रहे हैं। आवेदन प्राप्त करने की अंतिम तिथि रोजगार समाचार में विज्ञापन प्रकाशन की तारीख से 21 दिनों के भीतर होगी।

पद का नाम	कुल	अ ना	अ.पि.व.	अ.जा.	अ.ज.जा.	इंडब्ल्यूएस	पीडब्ल्यूबीडी	अधिकतम आयु	वेतन स्तर
वरिष्ठ वैयक्तिक सहायक	1	1						35	7
प्रयोगशाला सहायक (वनस्पति विज्ञान)	1	1						30	4
प्रयोगशाला सहायक (रसायन विज्ञान)	1			1				30	4
कनिष्ठ सहायक	2				1	1		27	2
पुस्तकालय परिचर	3	2					1 (एचआई)	30	1
प्रयोगशाला परिचर	15	10	2			2	1(एनडी)	30	1
	23	14	2	1	1	3	2		

संक्षिप्त नाम: अ ना - अनारक्षित, अ.पि.व. - अन्य पिछड़ा वर्ग, अ.जा - अनुसूचित जाति, अ.ज.जा.- अनुसूचित जनजाति, पीडब्ल्यूबीडी - बचपन के विकलांगता वाला व्यक्ति, एलडी - लोकोमोटर विकलांगता जिसमें कुष्ठ रोग ठीक हो गया है, बीनापन, एसिड अटैक पीडित, सेरेब्रल पाल्सी और मस्कुलर डिस्ट्रॉफी, एचआई- श्रवण दोष।

महत्वपूर्ण नोट:

कोई अनुशेष/शुद्धिपत्र केवल महाविद्यालय की वेबसाइट पर डाला जाएगा। इसकी निगरानी करना अभियार्थियों की जिम्मेदारी होगी।

विज्ञापित पदों के और ब्योरे क्रमशः महाविद्यालय की वेबसाइट <https://gargicollege.in/> और दिल्ली विश्वविद्यालय की वेबसाइट www.du.ac.in पर भी उपलब्ध हैं।




प्राचार्य (कार्यवाहक)
4.1.24




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Advt./NT/2023/01

Dated : 04.01.2024

NOTICE

Online applications are invited from eligible candidates for various Non-Teaching Permanent Posts. The details of these posts will be available on the college website <https://gargicollege.in/> as well as on Delhi University's website www.du.ac.in respectively. The last date of submitting online application shall be 21 days from the date of publication of this advertisement in the Employment News.

Any addendum/corrigendum shall be posted on the college website only. It shall be the responsibility of the candidates to monitor the same.


Principal (Offg.)
4.1.2024.





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1948
1942-2027

Advt/NT/2023/01

Dated: 04.01.2024

Online applications are invited in the prescribed format for the following Non-teaching posts on permanent basis. The last date submission of online application is within 21 days from the date of publication of this advertisement in the employment news.

Name of the Post	Total	UR	OBC	SC	ST	EWS	PwBD	Upper Age	Pay Level
Senior Personal Assistant	1	1						35	7
Laboratory Assistant(Botany)	1	1						30	4
Laboratory Assistant(Chemistry)	1			1				30	4
Junior Assistant	2				1	1		27	2
Library Attendant	3	2					1 (HI)	30	1
Laboratory Attendant	15	10	2			2	1(LD)	30	1
	23	14	2	1	1	3	2		

Abbreviation: PwBD- Person with Benchmark Disability, LD - Locomotor Disability including Leprosy cured, Dwarfism, Acid Attack victims, Cerebral Palsy and Muscular Dystrophy, HI- Hearing impairment

Important Note:

College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/Reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.

Any Addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

Further details of the advertised posts are available on the college website <https://gargicollege.in/> as well as on Delhi University's website www.du.ac.in respectively.



Emthy
04.01.24
Principal(Offg.)

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GENERAL CONDITIONS FOR THE APPLICANTS

1. 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 such as prescribed by the University of Delhi from time to time.
2. A separate application form along with the requisite fee has to be submitted online for each post. Application form is available online on the college website i.e., <https://gargicollege.in/> and Delhi University website i.e. www.du.ac.in.
3. Applicants should possess the prescribed qualification and experience as on the closing date of the 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.
4. **AGE RELAXATION:**
 - a. The upper age limit prescribed for the advertised post shall be relaxed 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.
 - b. The upper age limit 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 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.
 - 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).
 - 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. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/ basis in the Delhi University/Colleges to the extent of the services rendered by them. This is a one-time exemption available to those who have put in at least 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.
 - f. The above provisions are summarized in the table given below:



6. Caste/ Category Certificates

a. Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL), EWS and income certificate will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2023-2024, therefore, valid NCL-OBC/EWS certificate issued for the F.Y- 1.4.2022 to 31.3.2023 valid for the year 2023-2024 will be considered. Candidates who have NCL-OBC certificate issued before this period (i.e. 1.4.2022 to 31.3.2023), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

b. The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

c. In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed with the application.

7. Those who are in employment with State/Central Govt./PSU must upload a **"NO OBJECTION CERTIFICATE"** from the employer at the time of filling of application form before the due date. Failure to submit **NOC** by due date will lead to cancellation of candidature.

8. Canvassing in any form will be a disqualification

9. 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.

10. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.



6. Caste/ Category Certificates

- a. Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL), EWS and income certificate will be considered subject to submission of valid Caste certificate in a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2023-2024, therefore, valid NCL OBC certificate issued during the period from 1.4.2022 to 31.3.2023 will be considered valid. Candidates who have NCL OBC certificate issued before this period (i.e. 1.4.2022 to 31.3.2023), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
- b. The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
- c. In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed with the application.
7. Those who are in employment with State/Central Govt./PSU must upload a "NO OBJECTION CERTIFICATE" from the employer at the time of filing of application form before the due date. Failure to submit NOC by due date will lead to cancellation of candidature.
8. **Canvassing in any form will be a disqualification**
9. 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.
10. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.



11. 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.
12. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
13. 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.
14. 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.
15. 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.
16. All rules and regulations / orders on relaxation for PwBD candidates in qualification, eligibility, age, etc. as issued by the Government of India and adopted by the University of Delhi will be followed.
17. **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.**
18. If a candidate is applying for more than one post, a separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
19. In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
20. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.
21. **Application received after last date will be rejected.**
22. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
23. The number of unreserved/reserved 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. Any consequential vacancies arising at the time of selection may also be filled from the available candidates who have applied against this advertisement.



22. All expenses for appearing in written test/s, practical or skill test (if any) or for interview (wherever applicable) shall be borne by the candidates themselves. **No TA/DA shall be paid.**
23. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website i.e. <https://gargicollege.in> on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
24. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
25. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitments at all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.
26. Relaxation in the required minimum qualifications for all the advertised posts shall be provided as per rules framed by the University of Delhi.
27. In compliance of the decision of the Hon'ble Supreme Court following credits shall be added in the final score obtained by those applicants who are working on contract / daily wages / basis in the University or its colleges provided that they have put in at least one year of service, for their placement in the respective merit list for the written examination as per the notified scheme of the said decision is reproduced as below:
- " Those employees who were engaged in the year 2011 be given the benefit of 10 marks in the ensuing selection process while for every additional year that a contract employee had put in, benefit of one more mark subject to the ceiling of 8 additional marks be given. In other words, if a contract employee was engaged for the first time in the year 2010, he shall be entitled to the benefit of 11 marks, while one engaged since 2003 shall be given 18 marks, as against the appointee of 2011 who will have the advantage of only 10 marks. The contract appointees of 2012 and 2013 will have the advantage of 9 and 8 marks respectively."
- Note:** This clause would be made applicable for the post of Junior Assistant. For the remaining posts the criteria defined in the Information Brochure already available on the website under reference shall apply.
28. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of information / documents submitted by the candidates duly self-attested. In case the information / documents are found to be false / incorrect by way of omission or commission, the liability for the same shall rest solely with the candidate.
29. The eligible and interested persons are required to apply online (except applications for the post(s) reserved for PwBD category) through the college website i.e. <https://gargicollege.in/> www.du.ac.in within 21 days from the date of publication of this advertisement in the employment news.



30. **Application Fees:** Application fee should be submitted through online mode from College website only as per the details given below:-

Category	Fee (₹)
UR/OBC/	1000/-
SC/ST/EWS	500/-
No application fee shall be charged from PwBD and Women applicants.	
Processing charges & GST are to be paid by Candidates to concerned Bank/Payment Gateway Integrator, as applicable.	

Admit Card will not be sent by post. The candidate is required to follow the instructions given on the college website for appearing in the written examination/interview.

1. In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede submission of applications.

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON- TEACHING POSTS:

1. Log on to <https://gargicollege.in/>
2. Before filling up the form, candidates are advised to carefully go through the Advertisement No. Advt. No. Advt/NT/2023/01 available on the college website and confirm your eligibility with regard to qualification/experience/age etc. before submitting the online application form.
3. Before submission of online form, candidate is advised to scan all the documents for entry purpose.
4. Field with red star (*) marks are mandatory and essential to be filled in by the candidate.
5. No communication of any form shall be entertained.



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Principal (Offg.)
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Please click on the link below to apply online:

<https://gargicollege.in/>

Senior Personal Assistant

Scale of Pay – Pay Level 07

Upper Age Limit – 35 Years

Essential:

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 100w.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:

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.

Laboratory Assistant

Scale of Pay – Pay Level 04

Upper Age Limit – 30 Years

Should have passed Senior Secondary (10 + 2) or an equivalent examination with relevant Science subject

OR

Graduate with relevant subject.



Junior Assistant

Scale of Pay – Pay Level 02

Upper Age Limit – 27 Years

Essential:

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.

Library Attendant

Scale of Pay – Pay Level 01

Upper Age Limit – 30 Years

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. 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.

Laboratory Attendant

Scale of Pay – Pay Level 01

Upper Age Limit – 30 Years

Essential:

Should have passed 10th or an equivalent examination with science subjects from recognized board.

