

**SWAMI SHRADDHANAND COLLEGE**  
**(University of Delhi)**  
**Alipur, Delhi-110036.**

**Notice**

Dated:-01.09.2021

Swami Shradhanand College invites applications on **contract basis** for the period of six months which may be renewed for a further period of six months on consolidated salary as per Delhi University rules from talented and motivated candidates for the following posts in the prescribed form available on the college website [www.ss.du.ac.in](http://www.ss.du.ac.in) within 10 days from the date of publication of this advertisement on college website.

Post	UR	SC	ST	OBC	EWS	PwBD	Total
1. Professional Assistant	2	-	-	-	-	-	2
2. Semi Professional Assistant	2	-	-	-	-	-	2
3. Sr. Tech. Assistant (Computer)	1	-	-	-	-	-	1

UR- Unreserved

SC- Scheduled Caste

EWS- Economically Weaker Section

OBC- Other Backward Classes

ST- Scheduled Tribe

PwBD- Persons with Benchmark Disability

The applicants must send their applications forms by way of mail ID [ssncrecruitment@gmail.com](mailto:ssncrecruitment@gmail.com). No application will be received in the college by hand. Only in case of internal candidate of the college, the application will be received by hand.

**1. Professional Assistant ( Library)**

Group- B, Non Ministerial in the pay Level 06

**Age Limit: - 35 years**

**Eligibility Conditions:**

**Essential Qualification :**

1. M.Lib.Sc./M.L.I.Sc. or equivalent

Or

Master's Degree in Arts/Science/Commerce or any other discipline and B.Lib. Sc./B.L.I.Sc.

2. Computer Science paper at Graduate/PG level or 6 months computer science course from a recognized / registered institution.

**2.Semi- Professional Assistant**

Pay Level= 05

**Age Limit: 30 years**

**Eligibility Conditions:**

**Essential Qualification:**

1. Graduate in Art/Science/Commerce or any other discipline or any other higher qualification.

2. B.Lib. Sc / B.L.I.Sc.
3. Course in computer application at Graduate or PG level or six months computer course from a recognized/ registered institution.

### **3. Senior Technical Assistant (Computer)**

Pay Scale: ( Pay level 06) Age Limit: 30 years

#### **Essential Qualification:**

B.E/B.Tech in Computer Science/ Computer Engineering/ Computer Technology/  
Information Technology/Electronic/ Electrical/ Electronics & Communications.

Or

M.Sc. (Computer Science) or MCA, with 1 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/ service industry establishment of repute.

#### **General Note:**

1. Separate application has to be submitted for each post. Application forms can be **downloaded from college website: [www.ss.du.ac.in](http://www.ss.du.ac.in)**
2. Applications on the prescribed application form must reach the Principal, Swami Shraddhanand College, Alipur Delhi-110036 within 10 days from the date of this advertisement complete in all respects with self attested copies of certificates, mark-sheets, testimonials etc. on the college Email. [ssncrecruitment@gmail.com](mailto:ssncrecruitment@gmail.com)
3. Incomplete applications will be rejected.
4. The college reserves its right not to fill any or all the post(s) advertised.
5. The number and nature of posts can be changed.
6. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test. Only short-listed candidates will be called for written test/skill test.
7. No TA/DA shall be paid to any candidate for appearing in written test/skill test.
8. No application form will be accepted after the last date under any circumstances.

Sd/-  
(Prof. Parveen Garg)  
Principal

No.....



# SWAMI SHRADDHANAND COLLEGE

(University of Delhi)

Alipur, Delhi-110036

Tel. : 011-27206533, Fax : 011-27202278

## APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied for : .....

Advertisement No..... Dated .....

1. Category of the Candidate (SC/ST/OBC/Un-reserved).....
2. Name (in Block Letters) : .....
- (Name in Hindi) : .....
3. Father's / Husband Name : .....
4. (i) Date of Birth in Figures) : .....
- (ii) Age : Years ..... Months .....
5. (i) Nationality ..... (ii) Gender ..... (iii) Martial Status .....

Paste recent  
self-attested  
photograph

6. Postal Address : .....

Telephone No. (if any) ..... E-mail (if any) .....

7. Permanent Address : .....

Telephone No. (if any) ..... Mobile No. ....

E-mail (if any) .....

8. Are you Ex-Serviceman/disabled Defence Personnel/Dependent of Defence Personnel died in Action? If so, attach certificates .....

### 9. Educational Qualifications :

Name of the University/Board	Examination Passed	School/College	Division %	Year of Passing	Subjects Offered

P.T.O.



10. Are you attending any part-time/whole-time course of study? If so, state the name of the course and the Institution you have joined.

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11. Working Experiences, if any :

Office in which Worked/Working	Designation	Length of Experience		Total Experience
		From	To	

12. Knowledge of Computer/Typing/Shorthand? Give details : .....

13. Any other information .....

14. If suffering from any serious illness/disease .....

15. (a) Have you been debarred or punished for adopting unfair means in any Examination by the Institution /Board or University? If so, please specify.

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(b) Have you at any time been convicted by a court for any criminal offence? If so, give name of the court, case number and offence.

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16. Pay Order/D.D No. .... Date ..... Amount .....

Name of the Bank and Branch .....

Date .....

Signature of the Applicant

**DECLARATION :**

I declare that all statements made in the Application Form are true to the best of my knowledge and belief.

Date .....

Signature of the Applicant

**IMPORTANT NOTES :**

1. Separate application form is to be submitted for each post.
2. Attested copies of all relevant Certificates, Degrees, Testimonials etc. should be attached with the application and the originals must be produced at the time of interview.
3. One passport size photograph should be pasted on the application form.
4. Incomplete application will be rejected.
5. No TA/DA will be paid for attending the prescribed tests and interview.
6. Those applying under reserved category must attach documents in support.
7. Those working should submit application through proper channel / submit no-objection certificate at the time of interview.