



24.09.2018

## **Recruitment Notice**

Applications are invited for the post of Stock Consultant purely on contractual basis. Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same along with relevant testimonial latest by **October 10,2018**.

### **Consultant (Stores/Inventory) - (01 one)**

#### **Essential**

Must be retired from the government services holding the post of Senior Assistant or equivalent/higher in the Pay Band of 5200-20200 Grade Pay-2400/- and above (Pre- Revised)/Pay Level-04 and above as per 7<sup>th</sup> CPC.

#### **Desirable**

- (i) Graduate in Commerce
- (ii) Experience in Stock Verification/ Inventory

**Age Limit:** 62 Years

**Duration:** Initially for a period of 03 Months

**Remuneration:** As per Rules

#### **Consultant shall achieve the following objectives: -**

1. Report regarding Physical Stock Verification
2. Reconciliation with college stock register
3. Up-to date necessary entries in the college stock register
4. Reconciliation of Stock Register and Books of Accounts
5. To prepare suitable reply and compliance report towards settlement of the Audit Paras.

The college will place corrigendum if any on the college website only. Candidates are requested to monitor the same.

The complete Application form duly filled-in should be sent by Registered / Speed Post to **The Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, New Delhi-110096**.

  
**Dr. Sunil Sondhi**  
(Principal)



# MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

Please paste  
passport size  
photograph

Application No.....

(to be filled by the office)

## Application Form for Non-Teaching Post & Technical Post

(Please read the notes given at the end before filling the form)

Post applied for .....

In the Department of .....

Advt. No. ....Dated.....

1. Name (in block letters):- \_\_\_\_\_

2. Father's/Husband's Name: - \_\_\_\_\_

3. (i) Date of Birth (in figures) \_\_\_\_\_ (in words): \_\_\_\_\_

(ii) Age: \_\_\_\_\_ Years : \_\_\_\_\_ Months (as on date:10.10.2018)

Tel. No \_\_\_\_\_ Mob. No:- \_\_\_\_\_

Email ID \_\_\_\_\_

4. Nationality : \_\_\_\_\_ Gender: \_\_\_\_\_ Married/Unmarried:- \_\_\_\_\_

5. Postal Address: \_\_\_\_\_

Pin Code:- \_\_\_\_\_

6. Permanent Address:

\_\_\_\_\_

Pin Code:- \_\_\_\_\_

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate caste & attach a photocopy:-



12. Special interest if any:

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13. Do you know typewriting/shorthand? If so, state speed:

	English	Hindi
Shorthand:	_____w.p.m	_____w.p.m.
Typewriting:	_____w.p.m.	_____w.p.m

14. Any other information: \_\_\_\_\_

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15. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

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16. Give name and details of 2 references: -

Name: \_\_\_\_\_ Name : \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

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Mobile : \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Dated: \_\_\_\_\_:

Signature of Applicant

**For applicants in Employment.**

The facts stated in the above application have been verified and found correct and no vigilance or disciplinary enquiry is pending.

Dated: .....

.....

Head of the Department/Institution

(With Seal)

**Declaration.:**

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my

Candidature may be cancelled at any stage.

Dated: .....

Signature of the Applicant

**Notes :**

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. In case a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. 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 and at the time of joining, if selected.
7. Applicants who are in employment should send their applications through proper channel.
8. No. T.A/D. A will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary