



MAHARAJA AGRASEN COLLEGE
University of Delhi
VASUNDHARA ENCLAVE, DEIHI-110096

10.07.2018

Corrigendum

This is further to the Recruitment Notice dated 06.07.2018 for inviting applications for the post of Hostel Supervisor and Junior Assistant- Hostel on contractual basis.

In this regard the Educational Qualification for the post of Junior Assistant-Hostel (01)-female is as follows:-

Educational Qualification and Experience

1. Graduate from a recognized University
2. At least 1 year of experience as a Junior Assistant Hostel of Girls-Hostel accommodation operations, in a reputed Hostel/Hotel/Guest house of commercial or educational establishment or organization of repute.
3. Working knowledge of computer with experience in the relevant field and handling account and files.

The other contents of the advertisement shall remain the same.

Inconvenience caused if any, is deeply regretted.


Dr. Sunil Sondhi
Principal



MAHARAJA AGRASEN COLLEGE
University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

July 6, 2018

Recruitment Notice

Applications are invited for the following posts purely on contractual basis initially for a period of six months which is extendable for further period depending upon the performance of the selected candidates. Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same along with relevant testimonial latest by **July 16, 2018**.

Both the posts in the Girl's Hostel are residential i.e. the candidates shall be required to stay in the Hostel premises provided by the college. The said arrangement shall be free of cost and expected to be on duty 24 × 7.

Hostel Supervisor -01 (one) female Age Limit -30 -45 Years

Educational Qualification

1. Master's Degree from recognized University in any field.

Desirable

1. 2 years' experience in the administration/direct interaction and management of students/counseling of students in an academic institute.
2. Working knowledge of computer & software used for all accounting purposes especially the knowledge of Book Keeping to maintain Accounts etc.

Remuneration: Rs. 30,000/- to Rs. 35,000/- per month (consolidated) + Accommodation in the Hostel premises.

Junior Assistant-Hostel 01(one) female Age Limit 30-40 years

Educational Qualification and Experience

1. Graduate from a recognized University with at least 1 year of experience as a Junior Assistant Hostel of Girls-Hostel accommodation operations, in a reputed Hostel/Hotel/Guest house of commercial or educational establishment.
2. Working knowledge of computer with experience in the relevant field and handling account and files.

3. The candidate shall be required to stay in the hostel premises provided by the college for which no license fee will be charged and expected to be on duty 24 × 7. Leaves shall be admissible as per University of Delhi rules.

Desirable

1. Good communication skills in English and Hindi Language.
2. One Year Diploma in Disaster Management.

Remuneration: Rs. 18,960/- per month (consolidated) + Self Accommodation in the Hostel premises.

Eligible candidate will be required to appear for the **written examination scheduled to be held on July 19,2018. List of eligible candidates will be placed on the college website only. Candidates are requested to monitor the same before reporting for written examination.**

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

The post is purely on contractual basis and the services can be terminated at any time without any notice or without assigning reasons thereof.

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-110096

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:)

Tel. No.....Mob. No:-

Email ID.....

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

5. Postal Address:

.....

Pin Code:-

6. PermanentAddress:.....

.....

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:-

.....

8. Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action? If so, attach certificates

9. Educational Qualifications starting from 10th standard: Please attach relevant certificates & use separate sheet if required.

| Examination Passed | Year of Passing | School/College/ University attended | Div. | % age | Subjects |
|-------------------------------|----------------------------|--|-------------|------------------|-----------------|
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10. Technical Qualifications: Please attach relevant certificates & use separate sheet if required.

| Examination Passed | Year of Passing | School/College/ University attended | Div. | % age | Subjects |
|-------------------------------|----------------------------|--|-------------|------------------|-----------------|
| | | | | | |
| | | | | | |

11. Experience, if any (Administrative/Technical/Any other): Please attach relevant certificates & use separate sheet if required

| Name of the organization | Post held/ Designation | Salary & other emoluments | Period | | Length of Experience | | Nature of Duties Performed |
|--------------------------|---------------------------|---------------------------------|--------|----|-------------------------|------|-------------------------------|
| | | | From | To | Year | Mths | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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:

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 the 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:

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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. Incase 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