

PGDAV College : New Delhi-110065

(University of Delhi)

Nehru Nagar, New Delhi-110065

Tel No. : 011-29832092

Fax No. : 011-2982060

Section Officer : (Pay Scale : PB-2 Rs. 9,300-34,800 + GP Rs. 4,600) UR-02

Age Limit 35 years (Relaxable for SC/ST/OBC/EX-Serviceman)

Essential Qualification :

- Graduate/Post-Graduate with at least second division (50% marks).
- At least three years post qualification experience in handling Educational Administration/General Admn./Purchase/Accounts and Finance in a University/Research Institution/Government Department/Bodies, PSU or reputed Commercial establishment.
- All the candidates will be required to appear in a written test.

Desirable :

Preference will be given to candidates holding professional qualifications like L.L.B. or PG Diploma in Business Administration or MCA/PGDCA or CA (Inter)/ICWA (Inter).

Senior Personal Assistant : (Pay Scale : PB-2 Rs. 9,300-34,800 + GP Rs. 4,600) UR-1

Essential Qualification :

- Must have passed a Bachelor's degree examination from a recognized University or equivalent thereto.
- Candidate is required to qualify the test such as Shorthand test (English) @ 100 w.p.m. and typing test (English) @ 40 w.p.m. to be conducted by the College. Candidate should have worked as Stenographer or Personal Assistant for a minimum period of five years.

Desirable :

- Experience in an educational institution.
- The preference will be given to those candidates who have working knowledge of Computer.

Junior Assistant : (Pay Scale : PB-1 Rs. 5,200-20,200 + GP Rs. 1,900) UR-2

Essential Qualification :

- A Sr. Secondary School Certificate (+2) or its equivalent qualification from a recognized Board of Education/University/Govt. recognized Institutions.
- Candidate will be required to qualify the tests such as General Intelligence, General Awareness, General English and Numerical Ability. Candidates who qualify the written test will be required to appear in a typing test at the speed of 40 w.p.m. in English through computers.
- Age limit for direct recruitment is upto 27 years. (Age relaxation is applicable as mentioned in the note).

Desirable :

- Degree/Diploma in Computer Application/Science and knowledge of operation of latest two packages relating to pay roll, Accounts, MIS, etc.
- Diploma in Office Management and Secretarial Practice.

Caretaker : (Pay Scale: PB-1 Rs. 5,200-20,200 + GP Rs. 1,900) OBC-1

Essential Qualification :

- 10th Standard with ITI Trade Certificate or an equivalent qualification in Electrical/Civil/Plumbing/Air-conditioning.
- At least three years experience in the field, preferably in a Government department/organization or commercial establishment of repute.

Office Attendant (Pay Scale : PB-1 Rs. 5,200-20,200 + GP Rs. 1,800) UR-1, ST-1

Essential Qualification :

- Must have passed 8th class examination from a recognized school or Institution.

- Age limit for direct recruitment is upto 30 years (Age relaxation is applicable as mentioned in the note).

Laboratory Attendant (Pay Scale : PB-1 Rs. 5,200-20,200 + GP Rs. 1,800) OBC-1

Essential Qualification :

- Must have passed the Matriculation or equivalent examination with Science subject from any State Education Board or Govt. recognized Institution.

Desirable :

- Should have worked in a Laboratory.

Library Attendant (Pay Scale : PB-1 Rs. 5,200-20,200 + GP Rs. 1,800) UR-1, SC-1, ST-1, OBC-1, HH-1

Essential Qualification :

- Must have passed the Matriculation or equivalent examination with Science subject from any State Education Board or Govt. recognized Institution.

Desirable :

- Certificate in Library Science/Library & Information Science.
- Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

Mali (Pay Scale : PB-1 Rs. 5,200-20,200 + GP Rs. 1,800) UR-1

Essential Qualification :

- Must have passed 8th class examination from a recognized school or Institution.
- Age limit for direct recruitment is upto 30 years (Age relaxation is applicable as mentioned in the note).
- Elementary knowledge in Gardening/Landscaping with agricultural background.
- Must be conversant with gardening operations including operation of tools.

Security Guard (Pay Scale: PB-1 Rs. 5200-20200 + GP Rs. 1800) UR-01

Essential Qualification :

- Must have passed 8th class examination from a recognized school or an equivalent examination from Armed Forces.
- At least 10 years experience in Armed Forces, preferably from Artillery or other Fighting Cores with sound health and very good past records.
- Working knowledge of Hindi and English.
- Age limit for direct recruitment is upto 30 years. Age limit will be relaxed for Ex-Serviceman as per Govt. of India instructions.

Note :

- Candidates are required to submit their application in the college office.
- A separate application form is to be submitted for each post.
- Application format may be obtained from the office of the College from 10 am to 4 pm or application form is also available on website: <http://pgdav.du.ac.in>
- Those already in Service should apply through proper channel.
- The candidates belonging to SC/ST/OBC/PH/HH/Ex-Serviceman should mention the category specifically in their application form & also attach certificate of proof from the competent authority.
- Incomplete applications will be rejected. The college will not be responsible for postal delay.
- The college reserves the right not to fill up any of the above post(s)/ change the number of posts, if the circumstances so warrant.
- The advertisement is displayed on the College Website i.e. <http://pgdav.du.ac.in>
- College reserves the right to shortlist the candidates for Interview and all eligible candidates may not be called. Age relaxation is available for SC/ST/OBC/PH/HH and departmental candidates as per Delhi University and Govt. of India norms.
- Maximum age limit will be relaxed to the extent of service rendered by persons who are already working on contract or daily wages basis in the University/Colleges as one time exemption provided they have put at least one year of service.
- No TA/DA will be paid for attending the prescribed test and interview.
- No application will be entertained after the last date.
- Apply within 10 days of publication of the advertisement.

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Acting Principal