

VIVEKANANDA COLLEGE

(University of Delhi)

Vivek Vihar, Delhi-110095

Website: www.vivekanandacollege.edu.in

Applications are invited to filling up the following posts:

Name of the Post	No. of Vacancies	UR	SC	ST	OBC	Pay Band
Administrative Officer	01	01	-	-	-	15600-39100 Grade Pay-5400
Assistant	02	02	-	-	-	5200-20200 Grade Pay-2400
Library Staff						
Professional Assistant	01	01	-	-	-	9300-34800 Grade Pay-4200
Semi Professional Assistant	01	01	-	-	-	5200-20200 Grade Pay-2800
Library Assistant	01	01	-	-	-	5200-20200 Grade Pay-2000
Library Attendant	02	01	-	-	01	5200-20200 Grade Pay-1800
Computer Laboratories						
Sr. Technical Assistant	01	01	-	-	-	9300-34800 Grade Pay-4200
Computer Lab Attendant	02	01	-	-	01	PB-1 5200-20200 Grade Pay-1800

The application forms can be downloaded from the College website or can be obtained from the College office between 10:00 am to 1:00 pm on working days. Application on the prescribed form must reach the Principal, Vivekananda College, Vivek Vihar, Delhi-95 on or before 19th May, 2014 till 5:00 pm, complete in all respects with self-attested copies of certificates, mark sheets, testimonials etc., along with a demand draft of ₹100/- (for General/OBC) and ₹50/- (SC/ST/PwD) in favour of Principal, Vivekananda College, New Delhi-110095. For educational and other details, refer the College website www.vivekanandacollege.edu.in
Offg. Principal

Size : 10 cm x 10 cm

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Administrative Office**
2. Classification: Group-A, Ministerial
3. Scale of Pay: 15600-39100, Grade Pay-5400
4. Age limit : 35 years
5. Educational and other qualification required for direct recruitment:
 - A) **Essential :**
 - a) Good academic record plus Masters degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category)
 - B) **Desirable :**
 - a) At least three years' experience in supervisory or equivalent cadre in a Group-B post in a government department/University/Educational or Research Institution/Teaching and /or Research experience along with proven administrative capabilities.
 - b) L.L.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

NOTE :

- a) The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
- b) He is expected to handle independently one or more functions related to Educational Administration/Examinations/General Administration/Purchase/Establishment/Accounts & Finance/Project management/HR/Legal.
- c) All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
- d) The scheme of the examination including weight-age of marks for written test and interview and service record etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
- e) All the direct recruits should possess working knowledge of computers

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Assistant**
2. Classification: Group-C
3. Scale of Pay: 5200-20200, Grade Pay-2400
4. Age limit : 30 years
5. Educational and other qualification required for direct recruitment:

Essential :

- a) A graduate from a recognized University in any discipline with working knowledge of computer, and Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline.
OR
Graduate Degree in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.
- b) Minimum 2 years' of Administrative Experience.

NOTE :

- a) The incumbent is generally expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and Office procedure should possess good communication and analytical skills and aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/Examinations/General Administration/Housekeeping/Establishment/HR/Legal/Purchase/accounts & Finance/Project management/Public Relations.
- b) All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.
- c) The scheme of the examination including weight-age of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
- d) All the direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period.

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Professional Assistant**
2. Scale of Pay: 9300-34800, Grade Pay-4200
3. Age limit : 30 years
4. Educational and other qualification required for direct recruitment:

Essential :

- a) M.Lib.Sc./MLISc. Or equivalent with 50 percent marks.
OR
Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./B.L.I.Sc. with 50% marks.
- b) Computer Science paper at Graduate/PG Level or six months Computer Science Course from a recognized institution.

Job Description:-

1. To perform under the overall supervision of the in-charge of the cell/ unit/ section and assisting them in routine work;
2. **Membership and Circulation work:** Performing, supervising and coordinating the Membership and Circulation work of different categories of staff ; Issuing the No Dues/ Clearance Certificates;
3. **Acquisition Work:** Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L/D.L./Librarian; maintenance of records and correspondence;

Receiving books on approval and on confirmed order and bills and checking with Purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division.; Initiation of notes for advances, adjustments, opening of L.C, foreign DD etc.;

4. **Periodicals work:** Soliciting suggestions for renewal and inviting/ receiving for subscription of periodicals and their processing ; Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic databases; Placing orders for subscription of periodicals, electronic databases; maintaining and controlling the budgetary allocations, issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals
5. **Technical Processing Work:** Classification, cataloging and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification;
6. Maintenance of Statistics of various nature; report generation both manual as well computerized;
7. **Reference and Referral Work:** Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/ information literacy and competency programmes; Inter-library loan services and maintenance of records; upkeep and development of reference collection;
8. Providing the Internet Access services, attending to e-mails and undertaking the maintenance of the Hardware/ software/ other peripherals;
9. Performing Opening and Closing work;
10. **Secretarial Work:** Maintenance of files, records, registers, stationery items, consumables required in the cell/ unit/ section.
11. Stock verification of books, periodicals and other document and permanent store items
12. Maintenance of legal documents.
13. Maintenance of the Library Buildings
14. Attending morning, evening and holiday duties as supervisors of shift.
15. Any other jobs assigned from time to time

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Semi Professional Assistant**
2. Scale of Pay: 5200-20200, Grade Pay-2800
3. Age limit : 30 years
4. Educational and other qualification required for direct recruitment:

Essential :

- a) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
- b) B.Lib.sc./B.L.I.sc. with 50% marks.
- c) Course in Computer application in Graduate or PG level or 6 months Computer Course from a recognized institution.

Job Description

1. **Membership and Circulation Work:** Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/Recalling/ Issuing of reminder of books, text books and other documents; Collection of over due charges; preparation of no dues/ clearance certificates; Maintenance of Inter-library loan transaction records
2. **Acquisition Work :** Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books and documents in other media; receipt of books etc, on approval and on confirmed orders; filing of purchase orders; Bill preparation for payment ; Certifying the Bills; Maintenance of Bill registers and expenditure register; Accessioning of Books; Transfer of books and other documents for technical processing
3. **Performing Data Entry operations;**
4. **Periodicals work:** Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations Registering the current issues

- of periodicals (manual and computerized); downloading and uploading periodicals data; Reminders for non-receipt of periodicals; Preparing bills for payment of subscription/ adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding;
5. Performing the Scanning jobs and attending to e-mails;
 6. Technical Processing work: Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required.
 7. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders.
 8. Preparing the list of documents for weeding out;
 9. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection.
 10. Assist in Reference/ Referral services;
 11. Library Services to users with special needs;
 12. Performing the stock verification.
 13. Secretarial Work : Data entry operations; noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; staff salaries; other miscellaneous payments, stores, personal records, leave records etc;
 14. Performing Morning, evening and holiday duties;
 15. All other such jobs as may be assigned from time to time

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Library Assistant**
2. Scale of Pay: 5200-20200, Grade Pay-2000
3. Age limit : 30 years
4. Educational and other qualification required for direct recruitment:

Essential :

- a) Passed Sr. Secondary or Equivalent examination conducted by state board of Education/University/Govt. recognized institutions.
- b) Certificate in Library Science/Library and Information Science from a recognized institution;
- c) Computer Course in Sr. Secondary level or basic course in Computer Science/word processing from a recognize institution.

Note: The incumbent in generally expected to undertake the following duties: -

1. Secretarial Jobs: Performing the administrative and financial jobs in respective units, sections(e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc.)
2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library.
4. Performing the Data Entry Operation;
5. Assist users in searching books and periodicals (both loose and bound volumes), and documents in other media and findi/tracing of misplaced books and periodicals (both loose and bound volumes).
6. Library services for users with special needs;
7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;
8. Physical preparation of books, bound volumes of periodicals, newspaper, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.
9. Performing the job of Xeroxing, preparing sets of

cyclostyled/Xeroxed copies of sets documents for circulation:

10. Performing the Scanning work and attending to e-mails;
11. Printing of bar code labels and magnetic ships etc.
12. Covering and removing the dust covers from the computer while closing and opening the Library Unit, section respectively.
13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.
14. Performing holiday and weekend and shift duties.
15. All other such jobs as may be assigned from time to time.

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Library Attendant-MTS**
2. Scale of Pay: 5200-20200, Grade Pay-1800
3. Age limit : 27 years
4. Educational and other qualification required for direct recruitment:

Essential :

- a) Passed 10th or equivalent examination from any state education board or Govt. recognized institution.
- b) Certificate in Library Science/Library & Information Science from a recognized institution.

Desirable:

- a) Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

Job Description:-

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening / Closing of the Library;
4. Manning the Check Point/ Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books; periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.

12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc..
14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messengers job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs as may be assigned from time to time.

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Sr. Technical Assistant**
2. Scale of Pay: 9300-34800, Grade Pay-4200
3. Age limit : 30 years
4. Educational and other qualification required for direct recruitment:

Essential :

- a) A Postgraduate degree in the relevant subject with two years' experience in relevant field
OR
A bachelor degree in the relevant subject with three years' experience as Technical assistant or Scientific Assistant or in an equivalent position in Laboratory of a University or a College/R&D Institution under State/Central Government. 3 year diploma in relevant subject with 7 years' experience in Laboratory of a University or College/R&D Institution under State/Central Government.

Note:

All the direct recruits will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/practical test and interview.

VIVEKANANDA COLLEGE, VIVEK VIHAR, DELHI-110095

1. **Name of the Post : Computer Lab Attendant- M.T.S**
2. Scale of Pay: 5200-20200, Grade Pay-1800
3. Age limit : 27 years
4. Educational and other qualification required for direct recruitment:

Essential :

- a) Should have passed Matriculation (10th) or an equivalent examination with Science subjects from a recognized Board.

Note:

All the direct recruits will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and interview.



VIVEKANANAD COLLEGE
(UNIVERSITY OF DELHI)
VIVEK VIHAR, DELHI-110 095

Please paste duly
attested passport
size photograph
here

Application form for Non-Teaching Post

Post applied for..... Advertisement Date

Name of the Newspaper

Particulars of Candidate:

1. Name (in **BLOCK LETTERS**).....

2. Father's/ Husband Name

3. Mother's Name

4. (i)Date of Birth (in figures)

(in words)

(ii)Age: Years Months (as on date)

5. Category:

6. Nationality Male/ Female Married/ Unmarried

7. Postal Address

Pin Code Phone No.

8. Permanent Address

Pin Code Phone No.....

9. Educational Qualifications

Examination Passed	Name of the University/Board	School/College Attended	Division with Percentage	Year of Passing	Subject Offered

10. Experience:

Office in which worked/working	Designation	Period		Total Period
		From	To	

11. Do you possess computer Skills? If Yes, give details

12. Typing Speed: Hindi: (words per minute)

English: (words per minute)

12. Have you applied for any other post in the College? YES/NO

If yes, state the name of the post

13. Registration Fee:

Amount: Bank Draft No.: Date:

Bank Name: Branch Name:

(Draft will be made in the name of PRINCIPAL VIVEKANANDA COLLEGE payable at Delhi)

14. Indicate the time you will require to join, if selected

Date

Signature of the Applicant

Declaration:

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

Date

Signature of the Applicant

For Applicants in Employment:

Forwarded: The facts stated in the above application have been verified and found correct.

Date

Head of the Department/ Institution

Note:

- (i) If selected, the original certificate along with attested photocopy of each must be produced at the time of joining.
- (ii) One passport size photograph should be pasted on the application form.
- (iii) The incomplete application form will be rejected.
- (iv) No TA/ DA will be paid for attending the prescribed tests and interview.
- (v) If at any stage during your service it is found that the documents submitted by you in support of your qualifications etc. are not genuine/ correct, your appointment is liable to be terminated automatically

Annexure I

Date of Exam :

Q. Paper's Code/Set No. :

System No.:

University of Delhi: Annual Practical Examination, April, 2014

B. Com. - III Year

Paper XIII - Part B: Computer Applications in Business

(cluster classes)

+
(Ex-Students)
Amended made

EVALUATION SHEET

Name of the College :

Internal Examiner's Name :

Name of the Candidate :

Exam. Roll No.:

Sl. No.	Descriptions	Max. Marks	Marks Obtained
	Machine Handling (3 Marks)	3	
1	M S EXCEL - Financial Functions (Payroll or Loan Lease Statement or Ratio Analysis) (12 Marks) Financial Format (2) + Use of Correct Function and Accuracy (5) + Layout of Work Sheet (3) + Generalized (2)	12	
2	M S EXCEL - Statistical Functions (Regression or Frequency Distribution or Statistical Parameters) (10 Marks) Statistical Format (1) + Graph (2) + Use of correct functions and Accuracy (5) + Layout of Work Sheet (1) + Generalized (1)	10	
Grand Total		25	
In Words:			

Note:

1. Marks in Total are required to be given under each head(s). Individual marking of items are not needed.
2. Only award list is required to submit to the Examination Branch and not the evaluation sheets.
3. C D of Practical Exam to be maintained by the College.

Signature: