



(A College 100% funded by Govt. of NCT of Delhi)
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(University of Delhi)
PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089

Advt. No.: SSCBS/NT ADVT./2024/01

MARCH 20, 2024

ADVERTISEMENT

Shaheed Sukhdev College of Business Studies invites application (on deputation basis) from talented and motivated candidates. Candidates fulfilling the eligibility criteria shall submit the enclosed **application form** and also apply in the following google link:

Link: <https://forms.gle/VqhhioadpUtwadQ6A>

The last date for filling up online form: April 14, 2024

DEPUTATION POSITIONS:

Sl. No.	Name of the post	Pay Scale in the Pay Matrix (as per 7 th CPC)	No. of Post (s)	UR	SC
1	Professional Assistant	Level-6 (Rs.35,400-1,12,400)	1	1	-
2	Technical Assistant (Computer)	Level-5 (Rs.29,200 – Rs.92,300)	1	1	-
3	Assistant	Level-4 (Rs.25,500 – Rs.81,100)	2	1	1

UR - Unreserved, SC - Scheduled Caste,

Sd/-
(Professor-Principal)



(A College 100% funded by Govt. of NCT of Delhi)
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(University of Delhi)
PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089

ESSENTIAL QUALIFICATIONS FOR PERMANENT NON-TEACHING POSTS

1. PROFESSIONAL ASSISTANT: One (UR):
Level-6 (Rs.35,400-1,12,400)

Essential: Amongst the Semi Professional Assistants working in the University with at least 05 years regular service in the grade and possessing the following:

1. Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect)
Attended at least two computer training program each of one-week duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program

2. TECHNICAL ASSISTANT (COMPUTER): One (UR):
Level-5 (Rs.29,200 – Rs.92,300)

Essential: Graduate or Post Graduate in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Computer Applications/Electronics/ Electrical/ Electronics & Communications.

3. ASSISTANT: Two (One UR and One SC)
Level-4 (Rs.25,500 – Rs.81,100)

Essential: A Graduate from a recognized University in any discipline with good working knowledge of computers.

Note: Amongst the Junior Assistants/Caretaker working in the pay scale of Pay Level 02 with minimum period of 05 years' regular service in the cadre.

Desirable: The candidate having knowledge of accounting procedures of the autonomous bodies/ colleges/ Schools/ Central University etc.

NOTE:

1. Applications of only such candidates will be considered which are routed through proper channel and are accompanied with:
 - i. Print of duly filled google form along with self-attested copies of all testimonials.
 - ii. Attested photocopies of ACRs/APARs for the last three years.
 - iii. Vigilance Clearance and Integrity Certificate issued by the parent institute.



(A College 100% funded by Govt. of NCT of Delhi)
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(University of Delhi)
PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089

2. **The last date of submission of hard copy of duly filled application form (attached separately) and google form along with certificates as mentioned above in point no. 1 should reach the college within seven (07) days of last date of application i.e. April 22, 2024 (05.00 pm).**
3. **The period of deputation is initially for a period of one year extendable annually for one year (upto three years).** The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated even before the expiry of the period mentioned on the joining of the permanent incumbent or without assigning reasons thereof.
4. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, the person selected on deputation will not be eligible for absorption. The selection will be made on the basis of quality of ACRs and interview.
5. The college will place corrigendum, if any, on the college website only. Candidates are requested to refer to college website on regular basis.
6. Application received without complete information shall be rejected.
7. No. T.A/D.A will be paid for attending the interview.
8. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
9. The college reserves the right not to fill up the post advertised without assigning any reason.
10. **In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the college reserves the right to modify/withdraw/cancel any communication made to the candidate.**

All the relevant documents, testimonials, certificates etc. should reach **The Principal, Shaheed Sukhdev College of Business Studies (University of Delhi), PSP Area IV, Dr. K.N. Katju Marg, Sector 16, Rohini, Delhi – 110 089**. The envelope must be super-scribed as “**Application for the post of _____ (Post Name)**”

Sd/-
(Professor-Principal)



(A College 100% funded by Govt. of NCT of Delhi)
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(University of Delhi)
PSP Area-IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi-110089

Application form for Non- Teaching Posts

Please affix your recent
passport size photograph
here

Post applied for: _____

1. Name (in block letters)
2. Parent's / Spouse's Name.....
3. Date of birth:Age (as on date): Years..... Months
4. Nationality:Male / Female:
5. (a) Post held, if any, at the time of interview,
date of appointment
(whether permanent, on probation or temporary)
- (b) Name of the Employing Authority:
6. Category to which you belong: (Tick) General / OBC* / SC / ST
- Are you physically handicapped?
- If yes, explain the nature and extent of disability:.....

*OBC Category candidates must mention the Page No. & Sl.No. of their cast as mentioned in the Central List

- | | |
|---------------------------|----------------------|
| 7. Correspondence Address | Permanent Address: |
| | |
| | |
| | |
| Pin Code No. | Pin Code No. |
| Phone / Mobile | Phone / Mobile |
| E-mail ID..... | E-mail ID..... |

8. Present Basic Pay with Grade Pay

9. Educational Qualifications:

<i>Sl. No.</i>	<i>Examination Passed</i>	<i>Name of the University/Board</i>	<i>School/College Attended</i>	<i>Division with percentage of Marks Obtained</i>	<i>Year of Passing</i>	<i>Subjects offered</i>

10. Work Experience :

<i>Sl. No.</i>	<i>Name of the Organization</i>	<i>Designation</i>	<i>Duration</i>	<i>Salary Drawn (Pay Band with Grade Pay)</i>

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

12. Have you applied for any other post in the College? If so, state the name of the post and date when applied:

13. Name and address of two references

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Address</i>	<i>Tel. No</i>	<i>E-Mail</i>

14. Any other information:

Dated:

.....
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.

Dated:

.....
Signature of the Applicant

Please Note

- (i) Enclose the following with the application:
 - (a). Self-attested photocopy of proof of date of birth certificate (Class X Certificate).
 - (b). Self-attested photocopies of all qualification certificates.
 - (c). Self-attested photocopy of caste certificate, if applicable
 - (d). Self-attested photocopy of physically handicapped certificate, if applicable
- (ii) The original certificates along with Self-attested photocopies of each of the above must be produced at the time of interview and on joining, if selected.
- (iii) Incomplete application form will be rejected.
- (iv) No T.A/D.A. will be paid for attending the prescribed interview.