(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./2025/01   **FEBRUARY 10, 2025**

ADVERTISEMENT

Shaheed Sukhdev College of Business Studies invites online applications for the following non-teaching contractual post from eligible candidates.

Sl. No.	Name of the post	Remuneration	Age Limit	No. of Post (s)
1	System & Network Administrator	Rs.56,100/- plus admissible DA thereon (As per Delhi Univ. Rules)	35	1

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: March 3, 2025

1.   **SYSTEM & NETWORK ADMINISTRATOR:**

   a. **Essential Qualification and Experience:** MCA/B.E./B.Tech/M.Sc. (Informatics) or equivalent in computer science or related discipline. At least one year of System and Network Administration experience in an organization for general domain system administration with user accounts management, network administration, security administration, web-server and database administration.

   b. **Desirable Qualification:** Microsoft MCSA, Cisco CCNA, CISSP and/or any other equivalent certifications.

   c. **Duties:** Primary duties will include installation and maintenance of servers, desktops, security devices and other network components in a medium sized Windows Active Directory based domain, ensuring that the whole network works efficiently without any threat of viruses, security breaches or any other interruption to the network. Other duties may include developing scripts, system related project management, supervision of junior computer staff, backups of systems and other important data, and should be able to provide technical support for all computer related activities of the college.

   d. **Duration of Appointment:** Six months (likely to be extended)

   e. **Selection Procedure:** Selection will be done on the basis of a personal interview.

Note:

1. **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. March 10, 2024 (05.00 pm).**

2. The college will place corrigendum, if any, on the college website only. Candidates are requested to refer to college website on regular basis.

3. Application received without complete information shall be rejected.

4. No. T.A/D.A will be paid for attending the interview.

5. 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.

6. The college reserves the right not to fill up the post advertised without assigning any reason.

7. 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. along with the printout of filled google form (Link for the same is given above) 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)"**

<div align="right">

Sd/-
(Professor-Principal)

</div>

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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:

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

10. Work Experience :

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

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

Sl. No.	Name & Designation	Address	Tel. No	E-Mail

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.