

JESUS & MARY COLLEGE
 Chanakyapuri, New Delhi-21
 (University of Delhi)
 Accredited by NAAC with 'A' Grade

Jesus & Mary College is a Christian Minority Institution imparting higher education to women. Applications are invited from the eligible candidates on prescribed format for the following Non-Teaching post in **UR Category on Contractual Basis**.

S. No.	Name of the post	No. of Vacancies	Age Limit*
1	Section Officer on Contractual Basis	01	35 years
2	Senior Assistant on Contractual Basis	01	30 years
3	Senior P.A. to Principal on Contractual Basis	01	35 years

*Age as on 1st October 2020

1. Section Officer on Contractual Basis – 01 (UR)

Contractual Payment- Rs. 67000/- p.m.

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline. OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 6 Years of Administrative Experience

2. Senior Assistant on Contractual Basis - 01 (UR)

Contractual Payment- Rs. 54000/- p.m.

Essential:

Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management / Accounts or equivalent discipline. Or

Graduate Degree with minimum 50% marks in computer application/office Management/Secretarial Practice/Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 4 years of Administrative Experience

Note:

1. The incumbent is expected to work under the supervision of Administrative Officer. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations/General Administration/House Keeping/ Establishment/ HR/Legal/Purchase/Accounts & Finance/ Project management/Public Relations.
2. 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.
3. The scheme of the examination including weightage of marks for written test, as prescribed by the University from time to time with the approval of the Executive Council in this regard.
4. All recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

3. Senior P.A. to Principal on Contractual Basis - 01 (UR)

Contractual Payment- 67000/- p.m.

Essential:

1. A Bachelor Degree from a recognized University.
2. At least three years post qualification experience working as Private Secretary/Personal Assistant / Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial Practice.
3. Knowledge of service rules applicable for Central Government establishments.

Note:

1. 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 skill test.
2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University from time to time.
3. The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/She will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He/She will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/She will exercise his skill in human relations and be cordial with the

persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.

4. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

General Note (for all):

1. The upper age-limit shall not be insisted upon in case of departmental candidates provided they have rendered at least three years regular service in Delhi University or any college of Delhi University.
2. The upper age-limit shall also be relaxable upto a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/ University/ affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
3. The upper age-limit prescribed for recruitment shall be relaxable in case of candidates belonging to the Physically Challenged Category in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by Delhi University.
4. Applications on the prescribed format available on www.jmc.ac.in must reach the Principal, Jesus and Mary College, Chanakyapuri, New Delhi-110021 by email at ntscontract2020@jmc.ac.in on or before 08.11.2020 (Sunday) complete in all respect with self - attested copies of certificates, mark sheets, testimonials etc.
5. Incomplete applications, documents will be rejected.
6. The College reserves its right not to fill the post advertised.
7. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be shortlisted further.
8. No TA/DA shall be paid to any candidate for appearing in written test etc.
9. **List of eligible candidates and the date of written test will be published on the college website (www.jmc.ac.in) after the scrutiny of applications. Applicants are advised to check the college website for the same.**

Date of Advt: 16.10.2020

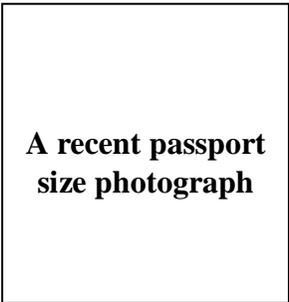
Principal

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Application no. _____ (to be filled in by the office)

APPLICATION FORM

Application for the Post of _____ –UR Category
(On Contractual Basis)



1. Full Name of the Applicant _____

2. Father's/Husband's Name _____

3. Marital Status _____

4. Gender _____

5. Date of Birth (in words) _____ Age as on 1st October 2020

DD	MM	YY

Years	Months	Days

6. Whether seeking for age relaxation (Yes/No) _____
& How many years _____

7. Present Address _____

8. Permanent Address _____

9. Hometown _____

10. Landline No. _____
(With STD code)

11. Mobile No. _____

12. E-mail Address _____

13. Nationality _____

14. Religion _____

15. Category _____
(UR/CH/SC/ST/OBC/Others)

16. Kind of disability _____
(VH/OH/HH/Others)

17. Percentage of Disability _____

18. Issuing Authority of Disability Certificate _____

19. Date of issue of Disability Certificate _____

20. Typing Speed (wpm) _____

21. Computer Knowledge _____

22. Educational Qualification:

Examination/Degree	University/Board	Year of Passing	% of Marks/Division	Subject Taken

20. Experience:-

Name of Employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work
		From	To		

21. Have you ever been _____
Discharged/suspended from any position? If Yes, state reason.

22. Aadhar Number _____

23. PAN _____

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that Jesus & Mary College has a policy against sexual harassment and is committed to providing an environment free from discrimination and harassment. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated at any time without any notice/compensation.

Date : _____

Signature of Applicant: _____

Place: _____

Name of the Applicant: _____

(Note: The Applicant may attach his/her Resume/Bio data along with this)

List of Enclosures: -(Please attach, copies of certificates, Sanction Orders, Papers etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.