



MAHARSHI VALMIKI COLLEGE OF EDUCATION
(University of Delhi)
Geeta Colony, Delhi- 10031

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Advt. No. MVCE/Admin/NT/ATVT/2021/246

Date: 05, Aug 2021

Mahashi Valmikim College of Education invites applications (on regular/ deputation basis) from talented and motivated candidates for the following posts in the prescribed form available on the College website www.mvce.ac.in within 15 days from the date of publication of this advertisement in " Employment News"

S.No.	Name of the Posts & Pay Scale	Category						Nature of Post	Age Limit	No. of Vacancies
		UR	OBC	SC	ST	PwBD	EWS			
1.	Section Officer (Accounts) Pay Level- 07	-	-	-	-	-	-	Deputation	-	01
2.	Librarian Academic Pay Level -10	01	-	-	-	-	-	Regular	-	01
3.	Senior Personal Assistant (Sr. P.A. to Principal) Pay Level -07	01	-	-	-	-	-	Regular	35	01
4.	Scientific Assistant (Computer)/ Senior Technical Assistant (Computer) Pay Level-06	01	-	-	-	-	-	Regular	30	01
5.	Senior Training Assistant (Sports) Pay Level-06	01	-	-	-	-	-	Regular	30	01

1. UR- Unreserved OBC- Other Backward Classes SC- Scheduled Caste
ST- Scheduled Tribe PwBD – Persons with Benchmark Disability
EWS- Economically Weaker Section

2. The applicants must send their applications forms by way of speed post / registered post. No application will be received in the college by hand. Only in case of internal candidate of the College, the application will be received by hand.

3. The applicants are advised to send their applications well before the due date so that it reaches in the college in time.
4. The applications lost in transit or not received in the college by due date shall not be considered. The college will not be held responsible for not considering such applications.

Eligibility Criteria for above mentioned posts

1. Section Officer (Accounts) on deputation basis

Officers working in the analogous post in the pay level 07 with at least 2 years of regular service as Section Officer or equivalent.

Or

Senior Assistant or equivalent in the pay level 6 with 5 years of regular service in Central Government Department/ State Govt. Department/ Statutory or Autonomous bodies or Universities or Institution of Higher Learning.

Note:

1. Applications of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - i. Duly Filled Application Form alongwith copies of all testimonials.
 - ii. Attested photocopies of ACRs/APARs for the last three years.
2. The period of deputation is initially for one year extendable annually for one year (up to 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 period mentioned on the joining of the permanent incumbent or without assigning reasons thereof.
3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputation is not eligible for absorption. The selection will be made on the basis of the quality of ACRs and interview.
4. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administration/ Accounts & fiancé/HR/Legal/Budget preparation etc.

2. Librarian

Essential Qualification:

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a

- point-scale, wherever the grading system is followed)
- (ii) A consistently good academic record, with knowledge of computerization of a Library.
 - (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D., candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges/Institutions subject to the fulfilment of the following conditions:

- (a) The Ph.D degree of the candidate has been awarded in the regular mode.
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;
- (c) Open Ph.D viva voice of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a referred journal.
- (e) The candidates has presented at least two papers based on his/her Ph.D work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or nay similar agency.

Desirable

PG Diploma in Library Automation and Networking or equivalent

Experience

Officer under the Central/State Govt, PSUs, Statuary/Autonomous Bodies/ University/ College/Institution

Or

- i) Holding Analogous Post or
- ii) With 03 years of experience in Pay Band of 9300 - 34800+ Grade Pay 4600 or 05 years experience with Grade Pay 4200/- or equivalent; and
- iii) At least 07 years experience in library work in a reputed educational institute

3. Senior Personal Assistant(Sr. P.A to Principal)

Essential Qualifications

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as PrivateSecretary/ 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 minutes at an average speed of 100 w.p.m.

- (b) Transcription: 40 minutes (English) or 55minutes (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Desirable:

1. Degree/Diploma in ComputerApplication/Science.
2. Diploma in Office Management andSecretarial practice.
3. Knowledge of service rules applicable forCentral Government establishments.

Note:

- 1.The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
- 2.The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.
- 3.Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

4. Scientific Assistant (Computer)/Senior Technical Assistant (Computer)

Essential Qualifications

1. A Postgraduate degree/B.E./B.Tech in the relevant subject.

OR

2. A Bachelor degree in the relevant subject with 02 years of 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.

OR

3. 03 year Diploma in relevant subject with 05 years of experience in laboratory of a University or a College/R&D Institution under State/Central Government.

5. Senior Training Assistant (Sports)

Essential Qualifications

M.P Ed 2nd Class/B.Sc. 2nd Class with five year years experience in some Sports Instt/B.A with Diploma in Mechanical Engineering with two years experience

Instructions for filing application form

1. The candidates are instructed to read carefully the detailed instructions before filling the form.
3. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered.
4. A separate form has to be submitted for each post.
5. In order to avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any type of problem.
6. Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test/interview as the case may be.
7. All information will be notified on the college website. Candidates are required to check the college website on regular basis.

General Instructions

1. **All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.**
2. Age relaxation will be allowed as per the extant guidelines of **University of Delhi**.
3. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of submission of application / verification of documents. Failure to submit NOC by due date will lead to cancellation of candidature.
9. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
10. Canvassing in any form will be treated as disqualification.
11. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected
12. 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.
13. **The College reserves the right not to fill up some or all posts advertised, if the circumstances so warrant without assigning any reason.**
14. **In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of the College shall be final.** Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

15. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
18. The College shall not be responsible for any delay due to technical reasons.
19. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
20. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
21. The last date for receiving of application will be **fourteen days** from the date of publication of the advertisement in **Employment News**.
22. **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.**
23. In case of any problem kindly send the email to mvce1995@gmail.com

Note: Any addendum/corrigendum shall be posted only on the College website

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(Dr. Ramjee Dubey)
Principal (Acting)