

रामजस कॉलेज  
दिल्ली विश्वविद्यालय  
यूनिवर्सिटी एन्क्लेव, दिल्ली - 110007  
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RAMJAS COLLEGE  
UNIVERSITY OF DELHI  
UNIVERSITY ENCLAVE, DELHI - 110007  
Phone : 27667706, Fax : 27667447  
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RC/PO/Non-Teaching /2022/

Date: 26<sup>th</sup> December, 2022

**NOTICE**

Online Applications are invited for the below mentioned posts on the prescribed format available at [www.ramjas.du.ac.in](http://www.ramjas.du.ac.in) . Candidates are required to fill the online form and pay the requisite fee. Last date for submission of online form is 14 days from the date of publication of Advertisement in Employment news.

| S.No. | Post                              | Total | SC | ST | OBC | EWS | UR | PwBD   | Pay Level | Age Limit |
|-------|-----------------------------------|-------|----|----|-----|-----|----|--------|-----------|-----------|
| 1     | Administrative Officer            | 1     | 0  | 0  | 0   | 0   | 1  | 0      | Level-10  | 35 Years  |
| 2     | Junior Assistant                  | 3     | 0  | 1  | 0   | 0   | 1  | 1(VI)  | Level-02  | 27 Years  |
| 3     | Library Attendant (MTS)           | 4     | 0  | 0  | 2   | 1   | 1  | 0      | Level-01  | 30 Years  |
| 4     | Laboratory Assistant in Chemistry | 4     | 0  | 0  | 1   | 0   | 3  | 0      | Level-04  | 30 Years  |
| 5     | Laboratory Assistant in Physics   | 3     | 1  | 0  | 0   | 1   | 1  | 0      | Level-04  | 30 Years  |
| 6     | Laboratory Attendant in Botany    | 4     | 1  | 0  | 1   | 0   | 2  | 0      | Level-01  | 30 Years  |
| 7     | Laboratory Attendant in Chemistry | 1     | 0  | 0  | 0   | 0   | 0  | 1 (LD) | Level-01  | 30 Years  |
| 8     | Laboratory Attendant in Physics   | 2     | 1  | 0  | 1   | 0   | 0  | 0      | Level-01  | 30 Years  |
| 9     | Laboratory Attendant in Zoology   | 3     | 1  | 1  | 0   | 0   | 1  | 0      | Level-01  | 30 Years  |

**Note:-** UR-Unreserved, OBC-Other Backward Classes, SC-Schedule Caste. ST- Schedule Tribe, EWS- Economically Weaker Sections, PwBD-Persons with Benchmark Disability, VI-Visual Impairment including blindness and low vision and LD-Locomotor Disability

including leprosy cured, dwarfism, acid attack victims, cerebral palsy and muscular dystrophy.

**Important Note:**

1. The number of vacant posts may vary. Any addendum/corrigendum shall be posted on the website of the College only.
2. The non-refundable fee of Rs. 1000/- is for UR/OBC/EWS category and Rs. 500/- for SC/ST category. No application fee payable for candidates belonging to PwBD category and women applicant
3. For further details regarding qualifications, experience, age, other job requirements etc. are available on the College website. The applicants are required to read these details before filling up the form.

Prof. Manoj Kumar Khanna  
Principal

# **QUALIFICATIONS AND OTHER DETAILS OF NON-TEACHING POSTS ARE MENTIONED BELOW:**

## **1. Administrative Officer**

**Pay Level-10**

**Age Limit: 35 Years**

### **Essential:**

Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

### **Desirable:**

a) At least 03 years of 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) LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

### **Note:**

All the direct recruits should possess working knowledge of computers.

## **2. JUNIOR ASSISTANT**

**Pay Level 02**

**Age limit: 27 years**

### **Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board /University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers

## **3. LIBRARY ATTENDANT (MTS)**

**Pay Level 01**

**Age Limit: 30 years**

### **Essential:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

### **Desirable:**

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

#### **4. LABORATORY ASSISTANT**

**Pay Level 04**

**Age Limit: 30 years**

**Essential:**

Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject

OR

Graduate with relevant subject.

#### **5. LABORATORY ATTENDANT**

**Pay Level 01**

**Age Limit: 30 years**

**Essential:**

Should have passed 10th or an equivalent examination with science subjects from recognized board.

### **Manner and mode for drawing final merit list:**

- a. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- b. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
- c. The minimum overall qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
- d. There shall be negative marking for wrong answers in MCQ based questions to the tune of  $1/4^{\text{th}}$  of marks allocated per question.
- e. Merit list shall be drawn only for candidates who qualify written test.
- f. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## **GENERAL CONDITIONS FOR THE APPLICANTS**

### **Note:**

1. All concerned are requested to check College Website ([www.ramjas.du.ac.in](http://www.ramjas.du.ac.in)) for any update.
2. Any Addendum / Corrigendum shall be posted on the College website only.
3. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University/College from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

### **4. AGE RELAXATION:**

- a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

- c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

- d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

e. The above provisions are summarized in the table given below:

| S.No. | Category                                                                                                                                                                       | Age Relaxation permissible beyond the Upper age limit(prescribed in the section for qualifications)                                                                                                                                                                                                    |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | SC/ST                                                                                                                                                                          | 5 years                                                                                                                                                                                                                                                                                                |
| 2.    | OBC(NCL)                                                                                                                                                                       | 3 years                                                                                                                                                                                                                                                                                                |
| 3.    | PWD                                                                                                                                                                            | 10 years                                                                                                                                                                                                                                                                                               |
| 4.    | PWD + OBC(NCL)                                                                                                                                                                 | 13 years                                                                                                                                                                                                                                                                                               |
| 5.    | PWD + SC/ST                                                                                                                                                                    | 15 years                                                                                                                                                                                                                                                                                               |
| 6.    | Ex-Servicemen and commissioned Officers including ECO/SSCOs                                                                                                                    | 5 years                                                                                                                                                                                                                                                                                                |
| 7.    | Permanent Employee in Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings. | 5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings. |
| 8.    | Departmental candidates of University of Delhi and its colleges                                                                                                                | Upper age limit shall not be insisted upon                                                                                                                                                                                                                                                             |
| 9.    | Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)                                                              | upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges provided they have put in at least one year of service.                                                                                                                           |

5. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC,ST,OBC and PwBD category.

However, SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PwBD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

## Caste/ Category Certificates

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2022-2023, therefore, valid NCL-OBC certificate issued during the period from 01.04.2022 to 31.03.2023 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 01.04.2022 to 31.03.2023), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form at provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013- Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
  - (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
  - (iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
6. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.



7. Canvassing in any form will be a disqualification.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
9. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
10. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the college reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
12. The college reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the college reserves the right to modify/withdraw/cancel any communication made to the applicant.
14. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the college before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the College.
15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.

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