

**INDRAPRASTHA COLLEGE FOR WOMEN**

(University of Delhi)

31, Sham Nath Marg, Delhi – 110054

Website: www.ipcollege.ac.in

Email: ipc1924@gmail.com

Tel. : 23954085, 23962009 FAX : 23976392

Applications are invited in the prescribed Application Form for the following posts:-

S.N O.	Name of the Post	No. of Posts	UR	SC	ST	OBC	PwD	Max. Age	Pay Band +GP (Rs.)
1.	Semi Professional Assistant	02	2	-	-	-	-	35	5200-20200+GP 2800
2.	MTS – Library	05	-	3	2	-	-	27	5200-20200+GP 1800
3.	Junior Assistant	03	2	-	-	1	-	27	5200-20200+GP 1900

Abbreviation : UR-Unreserved, SC- Schedule Caste, ST – Schedule Tribe, OBC – Other Backward Class, PwD- Person with disability.

Post No.1: Semi Professional Assistant**Essential Qualification:**

1. Graduate in Arts/ Science/ Commerce or any other discipline or any other higher qualification with 50% marks.
2. B.Lib. Sc./ B.L.I.Sc. with 50% marks.
3. Course in Computer application at Graduate or PG level or 6 months Computer course from recognized institution.

Post No. 2: MTS - Library**Essential Qualification:**

1. Passed 10th or equivalent examination from any State Education Board or Govt. 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.

Post No. 3 : Junior Assistant

Essential Qualification:

1. A senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University and

Diploma/Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.

OR

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

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

NOTE:

All the direct recruits will be required to appear in a written/skill test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

General Instructions

1. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. The upper age limit prescribed for direct recruitment 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.

3. 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.
4. The upper-age limit shall also be relaxable (as per rules of University of Delhi, if any) in respect of persons who are already working on contract/daily wages/ad-hoc / temporary basis in the College to the extent of service rendered by them one time exemption provided they have put at least one year of service.
5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.
6. The upper age-limit for the post advertised shall be determined as on last date of submission of applications.
7. Application fees are to be deposited as per details given below:

S.No.	Category	Amount
1.	UR/OBC	Rs. 200/-
2.	SC/ST	Rs. 100/-
3.	PwD	NIL

The payment can be made through demand draft drawn in favor of ***The Principal, Indraprastha College for Women, Payable at Delhi***. Candidate should write his/her Name, Date of Birth, Post applied and Mobile No. on the back side on the Demand Draft.

8. Candidates belonging to SC/ST/OBC/Person with disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in Defense service should submit a certificate from a competent authority that they will be relieved from Defense services.
9. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.

10. Candidates serving in Government / Autonomous Body / Public Sector Undertakings (including Boards) are required to send their applications through proper channel.
11. Canvassing in any form will be treated as disqualification.
12. Applications which do not meet the criteria given in this advertisement & / or are incomplete are liable to be summarily rejected.
13. 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.
14. The number, nature and category of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, modify or withdraw partial or full advertisement, if the circumstances so warrant.
15. Fees once paid shall not be refunded under any circumstances.
16. The College shall not be responsible for any delay/loss due to postal or technical reasons.
17. Candidates called for written test / skill test / interview shall do so at their own expenses. No TA/DA shall be paid.
18. 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 candidates 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.
19. Application form along with self-attested copies of all certificates and Bank Draft should reach to **The Principal, Indraprastha College for Women, 31 Sham Nath Marg, Delhi-110054** by Regd. Post on or before 01 February 2016. The candidate should clearly mention the post applied for on the top of the envelope.
20. Separate fee and application are to be submitted for each post.



INDRAPRASTHA COLLEGE FOR WOMEN

University of Delhi,
31, Sham Nath Marg, Delhi – 110054, India.
Website: www.ipcollege.ac.in
Email: ipc1924@gmail.com
Tel. : +91-11-23954085, 23962009
FAX : +91-11-23962009

APPLICATION FORM FOR NON-TEACHING POSTS

Paste Passport
Size Photograph
(Self Attested)

Post Applied for
Advertisement No.
Bank Draft No. / Date
Name of Bank (on which DD drawn)

1. Name of the Applicant Mr./Miss/Mrs.
(In Block Letters)

2. Father's Name

3. Date of Birth (i)

D D	M M

Y	Y	Y	Y

(ii) Age..... Years..... months as on **01.02.2016**

4. a) Whether belongs to Any reserved category
If Yes, name of the Category
(OBC/SC/ST/PwD(OH/VH/HH))

b) Whether applying Under any reserved Category as per advertisement. If yes, name of the category(Yes/No)
.....
(OBC/SC/ST/PwD(OH/VH/HH))

5. (a) Address of Communication
.....
.....
Phone No.....Mobile No.....
Email.....

(b) Permanent Address
.....
.....
Phone No.....Mobile No.....
Email.....

6. Sex(Male/Female)

7. Nationality

8. Marital Status(Married/Unmarried)

9. **Educational Qualifications (Secondary onwards):**

Exam Passed / Degree Obtained	Board / University	Institution	Passing year	% marks and Division

10. **Professional/Technical Qualification(s):**

Exam Passed / Degree Obtained	Board / University	Institution	Passing year	Division

11. **Work Experience:**

Name of the Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know : English(Yes/ No) Hindi.....(Yes/No)
typewriting :
If yes, state speed : English(w.p.m) Hindi.....(w.p.m)

(b) Do you know : English(Yes/ No) Hindi.....(Yes/No)
shorthand :
If yes, state speed : English(w.p.m) Hindi.....(w.p.m)

13. Do you have :(Yes/No)
computer proficiency

If yes, state which of the following you know and work with confidence(✓)

MS Word	<input type="checkbox"/>	E-Mail	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	Browsing &	<input type="checkbox"/>
MS Powerpoint	<input type="checkbox"/>	Searching	

14. Any other information

.....

.....

.....

15. a) Details of Referees / Employers No. 1 Name, Address & Telephone Numbers

b) Details of Referees / Employers No. 2. Name, Address & Telephone Numbers

16. Details of Extra Curricular Interest, if any:

I haveby declare that information given by me this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place.....
 Date:.....
 (Signature of Applicant)
 (Name of Applicant)

**ENDORSEMENT FROM EMPLOYER
 (for applicant in employment)**

The facts stated in the application have been verified and found correct. This orgaization / department has no objection in his / her applying for the post referred in the application.

Date:.....
 Signature of
 the Head of the organisation
 (with seal)

GENERAL INSTRUCTION

1. Applicants should fill particulars in his /her own hand writing neatly and clearly
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to / applying under any reserved category OBC*/SC/ST/PwD/(OH/VH/HH) must attached self attested photocopy of cast / category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelop containing application form should be superscribed as:
“Application for the post of”
Name of the post
7. In case of downloaded application, the prescribed fee should be payable through demand draft payable at New Delhi in favour of “ Principal, Indraprastha College For Women ”.
8. Application should be addressed to:

**The Principal
Indraprastha College For Women,
31, Shamnath Marg
Civil Lines
New Delhi-110054**
9. Application can be submitted in person or by post / courier. In any case application should be submitted / reach (if by post or courier) on or before the last date for submitting applications.
10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post / courier will be rejected.
11. No TA/DA will be paid for attending the prescribed tests and interview.