

ADVERTISEMENT

Applications are invited for **one post** of Secretarial Assistant under the budget head of "Hiring the Services of Technical/ Industrial/ **Secretarial Assistance** for UGC-CAS-VIII (SAP-II)" in the Department of Zoology, University of Delhi, Delhi-110007 on contract basis for the period upto the duration of Programme i.e. 31st March, 2023, with revised consolidated salary of Rs. (**Basic Pay + DA**) P.M. as per Delhi University Rules.

Eligibility Criteria:

Essential Qualification:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/ Institution with recognized University.

OR

A Graduate degree from a recognized University in any discipline with working knowledge of Computer, good communication and account keeping skills.

2. Diploma/ Certificate of minimum 6 months duration in computer Application/ Office Management, Accounts or equivalent discipline.
3. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

- Desirable:**
- i. At least 7 years of experience preferably in the field of Computer and Official work in a Government Department/ University/ Education Institution.
 - ii. Knowledge of tendering work on C.P.P. Portal.
 - iii. Knowledge of Purchasing/Processing of equipments on GeM portal.
 - iv. Knowledge of handling the different Science projects.
 - v. Knowledge of Auction of Science Absolute Equipments.
 - vi. Knowledge of Stock Verification of Equipments.

Age Limit: 30 Years (Relaxation of age as per University of Delhi rules).

A test for this post will be conducted in the following manner:

1. Skill Test: *Only short-listed candidates based on desirable qualifications will be called for skill test.*

The Department reserves the right to change the nature of advertised post or not to fill up the vacancy without assigning any reason.

Interested applicants fulfilling the above criteria are required to download the application form & submit their applications through "Registered Post/ Speed Post" to the Section Officer, Department of Zoology, University of Delhi, (North Campus), Delhi-110007 along with self attested certificates in favour of The Co-ordinator (SAP)/ the Head, Department of Zoology, University of Delhi, latest by 22nd December, 2021 (Wednesday).

Incomplete application will be rejected.


(Prof. Umesh Rai)
Coordinator CAS-SAP Programme/ Head of the Department
Department of Zoology, University of Delhi, Delhi-110007

Programme Co-ordinator CAS (SAP)
Department of Zoology
University of Delhi
Delhi-110007



UNIVERSITY OF DELHI
दिल्ली विश्वविद्यालय

Appl. No.....
आवेदन संख्या
(To be filled in by the office)
(कार्यालय द्वारा भरा जाना है।)

Application Form for Non-Teaching and Technical Posts
गैर-शैक्षिक और तकनीकी पदों के लिए आवेदन-पत्र

(Please read the notes given at the end before filling the form)
(कृपया आवेदन-पत्र भरने से पहले अंत में दी गई टिप्पणी पढ़ें)

Please paste duly
attested passport
size photograph
here
यहाँ पासपोर्ट आकार
का सत्यांकित फोटो
चिपकाइए

Post applied for

पद (जिसके लिए आवेदन किया है।)

In the Department of.....

विभाग का नाम (जिसमें वह पद भरा जाना है)

Advt. No. Estab.IV/..... Dated.....

विज्ञापन सं. स्थापना IV /

दिनांक

1. Name (in block letters):.....
नाम (स्पष्ट शब्दों में)

2. Father's/Husband's Name.....
पिता/पति का नाम

3. (i) Date of Birth (in figures).....
जन्म-तिथि
(in words):.....
(शब्दों में)

(ii) Age :..... Years :..... Months (as on date:.....)

आयु वर्ष माह (..... तिथि को)

Tel. No..... Mob. No..... Email ID.....

टेलिफोन नं..... मोबाइल नं..... ई-मेल.....

4. Nationality :..... Male/Female:..... Married/Unmarried:.....
राष्ट्रीयता (पुरुष/स्त्री) (विवाहित/अविवाहित)

5. Postal Address:..... Permanent Address:.....
पत्र व्यवहार का पता: स्थाई पता:

Pin Code:..... Pin Code:.....
पिन कोड पिन कोड

6. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH). If yes, please indicate & attach copy of the certificate:

क्या आप अनुसूचित जाति/अनुसूचित जनजाति या पिछड़ी जाति (केंद्रीय सूची) के हैं? यदि हां, तो जाति/जनजाति का नाम लिखिए और इस संबंध में प्रमाणपत्र की प्रतिलिपि साथ लगाइए।

7. Are you Ex-Serviceman/Disabled Defence Personnel/Development of Defence Personnel Killed in action? If so, attach copy of the Certificate:.....

क्या आप भूतपूर्व सैनिक/अपंग सुरक्षा कर्मचारी/किरीसी ऐसे सुरक्षा कर्मचारी के आश्रित हैं जो किरीसी सैनिक कार्यवाही में मारा गया-हो? यदि हां, तो इस बारे में प्रमाणपत्र की प्रतिलिपि संलग्न कीजिए।

P.T.O
(कृपया पृष्ठ उलटिए)

8. Educational Qualifications:
शैक्षिक योग्यताएं :

| Examination Passed परीक्षा उत्तीर्ण की | Year of Passing उत्तीर्ण होने का वर्ष | Name of the School/College/ University attended किस विद्यालय/गहाविद्यालय/ विश्वविद्यालय का नाम | Div. श्रेणी | % age प्रतिशत | Subjects offered परीक्षा के विषय |
|---|--|---|----------------|------------------|-------------------------------------|
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9. Technical Qualifications:
तकनीकी योग्यतायें:

| Examination Passed परीक्षा उत्तीर्ण की | Year of Passing उत्तीर्ण होने का वर्ष | Institution/ संस्थान | Div. श्रेणी | % age प्रतिशत | Subjects offered परीक्षा के लिए |
|---|--|----------------------|----------------|------------------|------------------------------------|
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10. Special interest, if any:.....
विशेष रुचि, यदि हो तो:
.....
.....

11. Experience, if any (Administrative/Technical/Any other):
अनुभव (यदि कोई है- प्रशासनिक/तकनीकी/अन्य)

| Office in which worked-working कार्यालय का नाम जिनमें सेवा की/सेवारत है। | Designation पदनाम Permanent/Temporary स्थायी/अस्थायी | Period अवधि | | Length of Experience अनुभव अवधि | |
|---|---|----------------|----------|------------------------------------|---------------|
| | | From से | To तक | Years वर्ष | Months माह |
| | | | | | |
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12. Do you know typewriting/shorthand? If so, state speed:
क्या आप टंकन/आशुलिपि जानते हैं? यदि हां, तो गति बताइए

| | | |
|------------------------|--------------------|-------------------|
| Shorthand: आशुलिपि: | English (अंग्रेजी) | Hindi (हिन्दी), |
| | w.p.m. | w.p.m. |
| Typewriting: टंकन: | श. प्र.मि. | श. प्र. मि. |
| | w.p.m. | w.p.m. |
| | श. प्र.मि. | श. प्र. मि. |

P.T.O
(कृपया पृष्ठ उलटिए)

13. Any other information:.....
 अन्य जानकारी (यदि कोई है) :.....

14. Have you applied for any other post in the University? give details:.....
 क्या आपने इस विश्वविद्यालय में किसी और पद के लिए भी आवेदन किया है? जानकारी दें:

15. Indicate the time you will require to join, if selected.....
 यदि चुन लिए गए तो आप कार्यभार कब संभाल सकेंगे?

Dated:.....
 दिनांक

.....
 Signature of the Applicant
 आवेदक के हस्ताक्षर

Declaration:.....
 घोषणा

I declare that the statements made in the Application Form are true to the best of my knowledge and belief.
 मैं घोषित करता हूँ/करती हूँ कि इस आवेदन-पत्र में दिया गया समस्त विवरण मेरी पूरी जानकारी और विश्वास के अनुसार सत्य है।

Dated:.....
 दिनांक

.....
 Signature of the Applicant
 आवेदक के हस्ताक्षर

For applicants in Employment.
 केवल कार्यरत आवेदकों के लिए।

The facts stated in the above application have been verified and found correct.
 इस आवेदन-पत्र में दिए गए सभी तथ्यों की जांच कर ली गई है और वे सत्य पाए गए हैं।

Dated:.....
 दिनांक

.....
 Head of the Department/Institution
 (With Seal)
 विभाग-संस्था का अध्यक्ष
 (मोहर सहित)

Notes :
 टिप्पणियां

- (i) Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
 सम्बंध प्रमाणपत्र, उपाधियों, शंसापत्रों आदि की साक्ष्यकृत प्रतियां आवेदन-पत्र के साथ संलग्न की जानी चाहिए और मूल प्रतियां साक्षात्कार के समय तथा चयन के बाद कार्यभार संभालने के समय प्रस्तुत की जानी चाहिए।
- (ii) Applicants who are in employment should send their applications through proper channel.
 सेवारत आवेदकों को अपना आवेदन-पत्र अपने नियोक्ताओं के माध्यम से भेजना चाहिए।
- (iii) The incomplete application form will be rejected.
 अपूर्ण आवेदन-पत्र को स्वीकार नहीं किया जाएगा।
- (iv) No. T.A/D.A will be paid for attending the prescribed tests and interview.
 निर्धारित परीक्षा और साक्षात्कार के लिए उपस्थित होने के लिए कोई यात्रा भता/दैनिक भता नहीं दिया जाएगा।
- (v) Attach additional sheets, if necessary.
 अगर आवश्यक हो, तो अतिरिक्त पृष्ठ संलग्न करें।

.....
 विभागाध्यक्ष / Head

प्राणी विज्ञान विभाग / Department of Zoology

Programme Co-ordinator CAS (SAP)
 Department of Zoology

University of Delhi
 Delhi-110007

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 दिल्ली-110007 / Delhi-110007

26/11/2024



UNIVERSITY OF DELHI
FINANCE (GIS)
Room No. 219, Second Floor New Admin. Block
University of Delhi, Delhi - 110007
Phone: 011-27001206
e-mail: dugiscell@gmail.com

Mr. Mukesh ji
18/11/2021 S.O.
LW.

प्राणी विज्ञान विभाग / Department of Zoology
दिल्ली विश्वविद्यालय / University of Delhi
दिल्ली-110007 / Delhi-110007
पत्र प्राप्त संख्या / Letter Received No. 1890
दिनांक / Date 18/11/21 समय / Time 12:03
लघु हस्ताक्षर / Initial

Ref. No.: Fin./GIS/Zoology/SAP/19/1306
Dated 18.11.2021


The Co-ordinator
Special Assistance Programme
Department of Zoology
University of Delhi
Delhi - 110007

Sir,

This has reference to your note ref. No.Zool./DU/SAP-Prog.2021, dated 08.10.2021, regarding approval of Pro-Vice-Chancellor for appointment of Secretarial Assistant on contractual basis under SAP CAS-VIII Programme, on consolidated salary of Rs.18,960/- p.m.

In this connection, it is to inform you that as per our record, an amount of Rs.5,929/- only is available under the budget head '**Hiring the services of Technical/Industrial/Secretarial assistance as relevant to the programme (for programme duration only)**', UGC-SAP CAS-VIII. Therefore, you requested to pursue the matter of release of grant with the UGC, so that the matter may be further processed, accordingly.

Yours sincerely,


18/11/2021
Section Officer