

# Sri Guru Nanak Dev Khalsa College

(UNIVERSITY OF DELHI) Dev Nagar, New Delhi - 110005

Applications are invited for the following post(s) on permanent basis from the desirous candidates in the prescribed Application form. The details of the post, number of vacancies, qualification(s), pay band, procedure for filling vacancies etc. as prescribed under Delhi University rules are given below. The details of advertisement and prescribed format is available on the College website: [www.sgndkc.org](http://www.sgndkc.org)

S. No.	Name of Post	Total Post	Category	Max Age (years)	Basic Pay	Level
1.	Administrative Officer	01	01 Reserved for (PwD-HH)	35	56100/-	10
2.	Professional Assistant	01	01 Reserved for (PwD-VH)	35	35400/-	6
3.	Assistant	02	02 for Unreserved	30	25500/-	4
4.	Junior Assistant	04*	03 for Unreserved and 01 Reserved for (PwD-OH)	27	19900/-	2
5.	Library Attendant	04	04 for Unreserved	27	18000/-	1

**Abbreviation:** UR-Unreserved, PwD-Person with Disability, HH-Hearing Handicapped, VH-Visually Handicapped, OH-Orthopedically Handicapped.

1. Candidate can obtain the Application Forms from the College Office on all working days (Monday to Friday) between 10:00 a.m. to 3:00 p.m.
2. Candidate can also download the Application forms from the College website [www.sgndkc.org](http://www.sgndkc.org).
3. Age relaxation will be allowed as per the guidelines of University of Delhi/UGC.
4. The upper age limit shall also be relaxable in respect of person who is already working on contract/daily wages / adhoc basis in the Delhi University/ Colleges to extend of services rendered by DU as per letter Ref. No. Estab.II(i)/16/2012/14 dated 17/02/2016.
5. A separate application form should be filled in by the candidate for each post along with separate fee if the candidate wishes to apply for more than one post.
6. The College will notify the dates of tests & interview in advance at its website.
7. The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are required to refer the College website time to time for updating /notification, if any.
8. Those who fulfil only the minimum qualification for the positions, may not all be called for interview /written test.
9. No T.A. or D.A. will be paid for appearing in the written test and interview.
10. Application fee should be submitted through a Demand draft drawn in favour of Principal Sri Guru Nanak Dev Khalsa College payable at New Delhi, should be attached with prescribed application form. The details of fee are given below: Category fee for UR: (Rs.) - 200/-. No application fee shall be charged from PwD and Women applicants.

The last date for submitting the application is 14 days from the date of publishing the advertisement in Employment News, The Times of India, Hindustan Times and Ajit, whichever is later.

\*One post of Junior Assistant will be treated as Junior Assistant cum Care Taker and one post for Library Typist.

**Any addendum/corrigendum shall be posted only on the College website.**

**Principal**