RAMJAS COLLEGE
UNIVERSITY ENCLAVE, DELHI-110007

As per the advertisement published in the Hindustan Times dated 18<sup>th</sup> November, 2012, the details of qualifications, eligibility criteria and the criteria for written test for various Non-Teaching posts in the College is as follows:

The application form can be downloaded from the College website and it can send by Post or By hand. Please note that the form can only be accepted with the Demand Draft of Rs. 150/- in favour of Principal, Ramjas College or by Cash (Rs. 150/-).

<table>
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<tr>
<th>Post</th>
<th>Pay Scale: Rs. 5200-20200 + Grade Pay Rs. 1900/-</th>
<th>1-UR, 1-SC, 1-OBC, 1-SC (JACT – 4 (UR), 1 (SC) AND 1(OBC) including one post of Caretaker)</th>
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<tbody>
<tr>
<td>For JACT Age limit: 27 years</td>
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<td>For Caretaker Age limit: 30 years</td>
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For JACT : Minimum Qualification: (1) A Senior Secondary Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University. (2) Having a typing speed of 40 wpm in English through Computers.

Note: (A) Candidates are required to appear in the preliminary test consisting of: (i) General Intelligence 50 Marks, (ii) General Awareness 50 Marks, (iii) General English 50 Marks, (iv) Numerical Ability 50 Marks ; Passing marks in the preliminary test are 45% in each component & 55% in aggregate. Reserve Category – 40% in each component and 50% in aggregate.

(B) Those who qualify the said preliminary test will have to appear in the written essay test in English of 100 Marks of one hour duration followed by typing test @ of 40 w.p.m.

Desirable : (i) Degree/Diploma in Computer Application/ Shorthand (ii) Diploma in Office Management and Secretarial Practice.

For Caretaker: Minimum Qualification: (1) A Senior Secondary Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University. (2) At least three years experience in the field, preferably in a Government department/organization or commercial establishment of repute.

Note: Preference will be given to Ex-Servicemen from Army/Navy/Air Force

Desirable: (i) Holding an ITI Trade Certificate or Diploma in Electrical/Civil/Plumbing or any other trade certificate/diploma useful for the post.

Note: (A) Candidates are required to appear in the preliminary test consisting of: (i) General Intelligence 50 Marks, (ii) General Awareness 50 Marks, (iii) General English 50 Marks, (iv) Numerical Ability 50 Marks ; Passing marks in the preliminary test are 45% in each component & 55% in aggregate. Reserve Category – 40% in each component and 50% in aggregate.

(B) Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing form a recognized Institution.

2. Semi Professional Assistant (Library) (Pay Scale: Rs. 5200-20200 + Grade Pay Rs. 2800/-) : 1 – UR

Minimum Qualification: (1) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks. (2) B.Lit Sc./B.L.I. Sc. With 50% marks. (3) Course in Computer Application at Graduate or PG Level or 6 months computer course from a recognized institution.

Age limit: 35 years

3. MULTITASKING STAFF – 13 (UR-08, OBC-03, SC-02) (Pay Scale: Rs. 5200-20200 + Grade Pay Rs. 1800/-)

1. Laboratory Attendants (Chemistry – 04, Physics-03, Botany-01, Zoology-01)
2. JLLA (Library Attendant) –01 (Certificate in Library Science/Library and Information Science from a recognized institution)
3. Mali –01
4. Chowkidar – 01
5. Office Attendant-01

Minimum Qualification: (1) Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized Institutions. (2). Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing form a recognized Institution.

Note: (i) Objective Type Test for language and general awareness (ii) Skill Test

Note:-

1. It will be open to the College to consider names of suitable candidates who might have not applied.
2. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview.
3. Relaxation of any of the qualifications may be made in exceptional cases on the recommendation of the selection committee.
4. Separate application form is required for each post.
5. The application must be accompanied by attested copies of the degree, markssheets and other certificates.
6. Candidates may send their applications by post / in person
7. Those already in service should apply through proper channel.
8. The candidates belonging to SC/ST/OBC/PH(OH)/VH should mention the category specifically in their applications. PH/OH – Physically/Orthopedically Handicapped; VH – Visually Handicapped.
9. The college reserves the right to change the number and nature of post(s) as it deems fit and/or not to fill any or all posts advertised without assigning any reason.
10. Please see College Website for updates in regard to above.

(PRINCIPAL)