

**ADITI MAHAVIDYALAYA
(UNIVERSITY OF DELHI)
BAWANA, DELHI-110039**

Advt. No. AM/NT/Contractual/2024/2

Dated 29.02.2024

Applications are invited from the eligible candidates on prescribed format for the following non-teaching post on **Contractual Basis**.

| Sl. No. | Name of the Post | No. of Posts | UR | OBC | SC | ST | PwD | EWS | Age Limit |
|---------|----------------------|--------------|----|-----|----|----|-----|-----|-----------|
| 1 | Laboratory Assistant | 1 | 1 | - | - | - | - | - | 30 years |
| 2 | Laboratory Attendant | 5 | 4 | - | 1 | - | - | - | 30 years |

**1. Laboratory Assistant
Contractual Payment – Rs.25500+DA**

Essential:

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

OR

Graduate with relevant subject.

**2. Laboratory Attendant
Contractual Payment – Rs.18000+DA**

Essential:

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

Note:

The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

Note: The incumbent is generally expected to undertake the following duties:-

(j) Assisting in opening and closing of the premises. .

(ii) Manning the entry points/check points/property counter of the laboratory.

(iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.

(iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office.

(v) Shelving instruments, books, documents, displays etc. and arranging items in designated places.

(vi) Assisting in stock verifications, searching equipment, documents etc.

(vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.

(viii) Preparation of documents (including typing and formatting) using computer.

(ix) Assisting in maintaining documents and records (including manuals, attendance sheets,


Important Instructions:

1. All the candidates for recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and skill test.
2. The scheme of the examination including weightage of marks for written test etc. as prescribed by the University from time to time.
3. The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishment.
4. Applicant/s must submit their application to the Principal, Aditi Mahavidyalaya, Bawana, Delhi-110039, using the prescribed format, available on the college website, along with their self-attested testimonials as well as a passport size photograph in a sealed envelope superscribed "**Application for the post of**" latest by **15.03.2024**
5. The College reserves the right to change the nature and/or number of post advertised or to abolish the post without assigning any reason thereof.
6. Incomplete applications, documents will be rejected.
7. The College reserves its right not to fill the post advertised.
8. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be shortlisted further.

9. No TA/DA shall be paid to any candidate for appearing in written test etc.
10. Any Addendum/corrigendum shall be posted on the College website only.
11. List of eligible candidates and the date of written test will be published on the college website (www.aditi.du.ac.in) after the scrutiny of applications. Applicants are advised to check the college website regularly.

Narinder Kaur

PRINCIPAL



APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied for :

Advt. No. & Date of advertisement :

Affix Passport
Size
Photograph

1 Name (in block letters):

2 Parent's/Spouse's Name :

3 Date of Birth :

4 Nationality :

5 Gender : Male/Female :

6 (a) Post held, if any, at the time of :

 sending the application date of appointment :

 whether permanent/Adhoc/Contractual/temporary :

7. Category to which you belong (tick) : UR/OBC/SC/ST/PwBD/EWS

Are you physically handicapped ? :

If yes, explain the nature and extent of disability :

8. Correspondence Address :
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Phone/Mobile No. :

Email ID :

9. Present Salary, if any :

10. Educational Qualification (X class onwards) :

| Sl. No. | Examination Passed | Name of the University/ Board | School/College Attended | Division with percentage of marks obtained | Year of Passing | Subject offered |
|---------|--------------------|-------------------------------|-------------------------|--|-----------------|-----------------|
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11. Work Experience, if any :

| Sl. No. | Name of the Organization | Designation | Duration (Time Period) | Salary Drawn (Basic Pay with Pay Level) |
|---------|--------------------------|-------------|------------------------|---|
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12. Indicate the time you will require to join, if selected :

14. Any other information.

Dated :

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Signature of the Applicant

Declaration :

I declare that all the statement made in the Application Form are true to the best of my knowledge and belief.

Dated :

.....

Signature of the Applicant

List of Enclosures

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)
- viii)