



11. Details of Past Experience:

Name of Institute/ Organization	Designation of the Post held	Salary Drawn/ Pay scale	Period Served		Total Experience	Name of appointment temporary/ Permanent/Ad hoc
			From	to		

12. Computer Knowledge.....

13. Any other relevant particular, if necessary.....

14. Give two references:

NAME	DESIGNATION	ADDRESS	MOBILE NUMBER
1.			
2.			

Note:-

- (i) Applicant should send his/her application through proper channel, if employed.
- (ii) Self-attested copies of all relevant certificates, degrees, testimonials etc. must be attached with this application and originals must be produced at the time of joining, if selected.
- (iii) Applicants belonging to SC/ST/OBC/PwD/EX-SM must attach an attested copy of certificate to that effect.
- (iv) Incomplete application forms will be rejected.
- (v) The last date of submission of Application Form is March 21, 2019.
- (vi) Canvassing in any form will disqualify the candidate.
- (vii) No T.A./D.A. will be paid for attending the prescribed tests.
- (viii) No enquiry will be entertained in the interim.
- (ix) Please see college website ([www.maitreyi.ac.in](http://www.maitreyi.ac.in)) for further information about the date of test.

I declare that all the particulars given and statement made in the application form are true to the best of my knowledge and belief and nothing has been concealed thereof.

Date.....

Signature of Candidate

**MAITREYI COLLEGE : CHANAKYA PURI**  
**NEW DELHI – 110 021**

**ESSENTIAL QUALIFICATION FOR THE POST OF PROFESSIONAL ASSISTANT RESERVED FOR HH CATEGORY**

Pay Level - 06 (six)

Age Limit - 35 years

**ESSENTIAL ELIGIBILITY CONDITION**

1. M.Lib.Sc. / M.L.I.Sc. or equivalent with 50% marks;

OR

Master's Degree in Arts / Science / Commerce or any other discipline with 50% and B.Lib.Sc. / B.L.I.Sc. with 50% marks.

2. Computer Science paper at Graduate / PG level or Six months Computer Science course from a recognized institution.

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, has been decided to discontinue interviews for recruitments at all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.
2. The post shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi from time to time.
3. All rules and regulations/orders on relaxation for PwD candidates in qualification, eligibility, age etc. as issued by the Government of India and adopted by the University of Delhi will be followed.
4. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of the services rendered by them. This is a one-time exemption available to those who have put in at least one year of service.
5. Those who are working in Govt./Semi Govt. should apply through proper channel, failing which application will be rejected.
6. Application received after last date i.e. March 21, 2019 (till 5:30 PM) will be rejected.
7. The candidates are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in).
8. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected.
9. All expenses for appearing in written test or skill test (if any) shall be borne by the candidates themselves. No TA/DA shall be paid.
10. Please note that all future correspondence regarding the date of written examination etc. shall be uploaded on the college website only.
11. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
12. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of information / documents submitted by the candidates duly self-attested. In case the information / documents are found to be false / incorrect by way of omission or commission, the liability for the same shall rest solely with the candidate.
13. The duly filled in application form signed by the applicant alongwith one passport size photograph affixed thereon and self-attested copies of the certificates / degrees, date of birth, experience, caste

/ category etc. as proof of having acquired the minimum educational/technical qualification and eligibility is mandatory to the following address by 21-03-2019 till 5.30 P.M. Candidate may keep the copy of his/her form for future reference.

The Principal  
Maitreyi College  
Chanakya Puri  
New Delhi – 110 021

The envelope containing all the above documents should be superscribed as “Application for the Post of Professional Assistant”.

14. Admit Card will not be sent by post. The candidate is required to follow the instruction given on the college website for appearing in the written examination.