

शहीद भगत सिंह महाविद्यालय
(दिल्ली विश्वविद्यालय)
शेख सारय फेज-ई
नई दिल्ली-110017
Website: <https://www.sbsc.in>



SHAHEED BHAGAT SINGH COLLEGE
(University of Delhi)
Sheikh Sarai, Phase-II
New Delhi-110017
Email: principal@sbsc.ac.in

NO.SBSC/ 85

Date: 12.04.2024

Advertisement
For the post of Assistant on contractual basis

Applications are invited in the prescribed proforma, available on the College Website for the following **01 post** under **Unreserved Category** on contractual basis as per Delhi University rules:

1. Assistant (Accounts)

Eligible and interested candidates as per details given below are required to submit the application in the prescribed format along with self-attested copies of relevant certificates in the College office latest by 22.04.2024.

1. Essential Qualifications for Assistant (Account Assistant):

- (i) A Graduate from a recognized University in any discipline with good working knowledge of computers
Desirable
- (ii) Have working knowledge and experience of at least one year of Tally ERP 9.0.
- (ii) Knowledge of working on Computer MS-Word, Excel, Power Point, Internet, Computerized Accounting System.
- (iii) At least 02 years of experience as Junior Assistant on contractual basis in any of the institute of University of Delhi

The list of shortlisted candidates and schedule of written test will be displayed on the College website only.

The college reserves its right not to fill up the post advertised and to increase or decrease the number of seats as per requirement.


(Prof. Arun Kumar Attree)
Principal



APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied For : _____
Advertisement No. : _____

Paste Passport Size
Photograph
(Self Attested)

1. Name of the Applicant : Mr./Miss/Mrs _____
(in Block Letters)

2. Father's/ Husband's Name : _____

3. Date of Birth : (i) _____

(ii) Age: Years: _____ Months _____ Day _____ (as on _____)

4. (a) Whether belongs to any reserved category : _____ (Yes / No)
If yes, name of the category : _____ (OBC/SC/ST/PwBD(VI/LD/HI))

(b) Whether applying under any Reserved category as per advertisement : _____ (Yes / No)
If yes, name of the category : _____ OBC/SC/ST/PwBD(VI/LD/HI)

5. (a) Address for Communication : _____

Phone No. _____ Mobile No. _____
Email Id _____

(b) Permanent Address : _____

Phone No. _____
Email Id _____

6. Sex : _____ (Male / Female)

7. Nationality : _____

8. Marital Status : _____ (Married / Unmarried)



9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

11. Work Experience:

Name of Organization	Designation	Working Period		Salary/ Pay Scale
		From	To	

12. (a) Do you know typewriting

: English.....(Yes / No) Hindi.....(Yes/No)

If yes, state speed

: English.....(w.p.m.) Hindi.....(w.p.m.)

(b) Do you know shorthand

:English.....(Yes/No) Hindi.....(Yes/No)

If yes, state speed

: English.....(w.p.m.) Hindi.....(w.p.m.)

13. Do you have computer proficiency

: _____.(Yes / No)

If yes, state which of the following you know and work with confidence (✓)

MS Word Email

: MS Excel MS Powerpoint

Browsing & Searching Tally

14. Any other Information

: _____



I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place :

Date :

.....
(Signature of Applicant)

.....
(Name of Applicant)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self-attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to /applying under any reserved category OBC*/SC/ST/PwBD(VI/LD/HI) must attach self-attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
* OBC candidates only from the Central List of OBCs' having non-creamy layer status are eligible.
5. The envelope containing application form should be super scribed as:

"Application for the post of"
name of the post

6. Application should be addressed to:

**The Principal
Shaheed Bhagat Singh College
Sheikh Sarai, Phase-II
New Delhi-110017**

7. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.
8. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self-attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.