

KAMALA NEHRU COLLEGE

(UNIVERSITY OF DELHI)

AUGUST KRANTI MARG, NEW DELHI-110049

Tel.: 26494881, Fax: 26495964

Applications are invited for the following regular/permanent Non-Teaching posts in the pay scale mentioned below with usual allowance permissible under the University of Delhi rules. The fee for each application is Rs. 100/- for UR/OBC candidate and no fee applicable for female/women, SC/ST & PwD candidates.

DETAIL OF VACANCIES

SN	Name of the Post	No. of Posts	Category					Scale of Pay Band + Grade Pay (Pre-revised)
			UR	SC	ST	OBC	PWD (VH)	
1	Junior Assistant	03 (Three)	1	0	1	0	1	PB-5200-20200 + 1900 GP
2	MTS Computer Lab.	01 (One)*	1	0	0	0	0	PB-5200-20200 + 1800 GP

*Subject to approval of competent authority

For complete details, instructions/general conditions, eligibility criteria, Scheme of Exam, Schedule of Exam and application form, please visit the college website www.knc.edu.in. The prescribed application form accompanied by self-attested copies of all the required certificates must reach the college office on or before 05.03.2019.

Last date for receipt of Application Form: 05.03.2019.

Any Addendum/dedendum/corrigendum shall be posted on the college website only.

The nature and number of posts are tentative it may be changed at later stage as per direction of competent authority.

Those who have applied against the advertisement published on 06.03.2018 & 10.03.2018 in Hindustan Times (English), Hindustan (Hindi) & Employment News are required to apply afresh.


PRINCIPAL

KAMALA NEHRU COLLEGE
(University of Delhi)
August Kranti Marg
NEW DELHI - 110 049

कमला नेहरू कॉलेज

(दिल्ली विश्वविद्यालय)

अगस्त क्रांति मार्ग, नई दिल्ली-110049

दूरभाष: 26494881, फैक्स: 26495964

दिल्ली विश्वविद्यालय/यू.जी.सी. के नियमों के तहत निम्नलिखित अनुमत सामान्य भत्तों के साथ नीचे दिए गए वेतनमानों में निम्नलिखित स्थायी गैर-शैक्षणिक पदों के लिए आवेदन आमंत्रित किए जाते हैं। प्रत्येक आवेदन के लिए शुल्क रुपये 100/- सा. जाति (UR)/अ.पि.व. (OBC) (अनु.जाति/अनु.जनजाति/दिव्यांग व महिला उम्मीदवारों के लिए कोई शुल्क नहीं है)।

रिक्तियों का विवरण

क्र.स.	पदों का विवरण	पदों की संख्या	श्रेणी					वेतन मान+ग्रेड पे (पूर्व संशोधित)
			सा. जाति	अनु. जाति	अनु. जन. जाति	अ.पि.व.	दिव्यांग (दृष्टिबाधित)	
1	कनिष्ठ सहायक	तीन	1	0	1	0	1	पे.बै.-5200-20200 + 1900 ग्रे.पे.
2	एमटीएस कम्प्यूटर लैब	एक*	1	0	0	0	0	पे.बै.-5200-20200 + 1800 ग्रे.पे.

*सक्षम प्राधिकारी के अनुमोदन के अधीन

पूर्ण विवरण के लिए, निर्देश/सामान्य शर्तों, परीक्षा की पात्रता, मापदण्ड योजना, परीक्षा और आवेदन पत्र की अनुसूची के लिए कृपया कॉलेज की वेबसाइट www.knc.edu.in देखें। सभी आवश्यक प्रमाण पत्र स्वयं-प्रमाणित प्रतियों और निर्धारित आवेदन शुल्क एवं पत्रों, के साथ दिनांक 05.03.2019 या उससे पहले कॉलेज कार्यालय तक पहुंच जाने चाहिए।

आवेदन पत्र की प्राप्ति के लिए अंतिम तिथि 05.03.2019 है।

कोई भी परिशिष्ट एवं शुद्धि-पत्र महाविद्यालय की वेबसाइट पर सूचित किया जाएगा।

पदों की प्रकृति और संख्या संभावित है, इसे सक्षम प्राधिकरण के दिशानिर्देशानुसार बदला जा सकता है।

हिन्दुस्तान टाइम्स (अंग्रेजी), हिन्दुस्तान टाइम्स (हिन्दी) एवं रोजगार समाचार में प्रकाशित पूर्व विज्ञापन क्रमानुसार दिनांक 06.03.2018 एवं 10.03.2018 के संदर्भ में जिन अभ्यर्थियों ने आवेदन किया है, वे पुनः नया आवेदन करें।

प्राचार्या


5/2/19
PRINCIPAL
KAMALA NEHRU COLLEGE
(University of Delhi)
August Kranti Marg
NEW DELHI - 110 049

KAMALA NEHRU COLLEGE
(UNIVERSITY OF DELHI)

August Kranti Marg, New Delhi-110049.

General Instructions to applicants

1. Before filling up the application form, candidates are advised to carefully go through the Advertisement available on the College website and confirm their eligibility with regard to qualification/experience/age etc., before submitting the Application Form, which is available on college website.
2. A separate Application Form has to be submitted for each post.
3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the application entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
4. Only short listed candidates, who are found apparently eligible based on the details given in the Application Form will be called for the Written Test and Skill Test as the case may be.
5. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other Service Conditions shall be such as prescribed by the University of Delhi from time to time.
6. The upper age limit prescribed for Direct Recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) and Persons with Disabilities etc., in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University of Delhi.
7. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less, provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous Bodies/Universities/Affiliated or Constituent Colleges under the University/Public Sector Undertakings.
8. The upper age limit as prescribed for Direct Recruits shall not be insisted upon in the case of Departmental candidates, provided they have rendered at least three years regular service.
9. The Applicants should not cross the upper age limit on the date of advertisement even after relaxation in upper age limit as per the rules.
10. Application Fee is to be deposited as per details given below through Demand Draft in favour of "The Principal, Kamala Nehru College". Along with application form.

S.N.	Category	Amount
1.	UR/OBC	100/-
2.	SC/ST/PwD and Female/Women	No Fee

11. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready a self-attested copy of certificate issued by Competent Authority in the prescribed format as stipulated by the Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that candidate does not belong to Creamy Layer

section excluded from the benefits of reservation for Other Backward Classes in Civil Posts & services under the Government of India.

12. Candidates should possess the prescribed educational qualification and experience before filling the Application Form or as on date.
13. Candidates serving in Government/Public Sector Undertakings (including Boards)/Autonomous bodies/Universities/Colleges are required to send their Applications through proper channel.
14. Canvassing in any form will be treated as disqualification.
15. Applications which do not meet the criteria given in the Advertisement or incomplete application are liable to be summarily rejected.
16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the Applications are self-Certified copies of testimonials.
17. The number of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
18. Fees once paid shall not be refunded under any circumstances.
19. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of may also be filled up from the available candidates.
20. The College shall not be responsible for any delay/loss due to postal or technical reasons.
21. All candidates should have fulfilled the minimum eligibility on the date of advertisement.
22. The Candidates called for Written Test & Skill Test shall do so at their own expenses. No TA/DA shall be paid.
23. Certificates for candidates belonging to SC/ST/OBC/PwD issued by the concerned Competent Authority will be accepted only.
24. There will be reservation of 4% for Persons with Disability Candidates, as per GOI guidelines
25. Candidates already working are required to submit "No Objection Certificate" along with their Application Form.
26. Applications, received after the stipulated time, will not be entertained under any circumstances.
27. The College shall verify the antecedents or documents submitted by the Candidate at the time of document verification for appointment during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
28. The Application Form with Admit Card duly filled by candidate alongwith the self-attested copies of all testimonials must reach to "The Principal, Kamala Nehru College, August Kranti Marg, New Delhi-110049" on or before 05.03.2019.


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ELIGIBILITY CONDITIONS FOR THE POST OF JUNIOR ASSISTANT

S.No. 1

Name of the Post :-Junior Assistant

Detail of posts:- 03 {(Three) UR-1, ST-1, PWD (VH)-1}

Age Limit for Direct Recruitment - 27 Years

Essential Qualifications:-

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution with at least 50% marks or a Graduate from a recognized University,
and
Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management/ Secreterial Practice / Financial Management / Accounts or equivalent discipline.
OR
Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.
2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers

ELIGIBILITY CONDITIONS FOR THE POST OF MTS (COMPUTER LAB.)

S.No. 2

Name of the Post :-MTS Computer Lab

Detail of posts:- 01 {(One) UR-1}

Age Limit for Direct Recruitment - 27 Years

Essential Qualifications:-

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


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Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1 hour	100
Total Marks			300

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
TOTAL		200	200

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay, comprehension & letter writing	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 40 words per minute, which will be tested on a computer (PC).*

*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

C. Syllabus:

Paper I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:


Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $\frac{1}{4}$ th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - (a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - (b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - (c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.


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NEW DELHI - 110 049

Scheme of Examination for Direct Recruitment for the post of MTS LABORATORY

The following shall be the scheme of examination, components of written test and its syllabus for the post of MTS LABORATORY

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science#	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
TOTAL		150	300

B. Detailed Syllabus:

(i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.


(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.

2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if, a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of $\frac{1}{4}$ th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - (a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - (b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - (c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.


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NEW DELHI - 110 049



KAMALA NEHRU COLLEGE

(University of Delhi)

NAAC Accredited with 'A' Grade

August Kranti Marg, New Delhi – 110049

Ph: 011-26494881, Fax: 011-26495964, E-mail: kamla.nehru_du@hotmail.com

Website: www.knc.edu.in

Form
No.

Application Form for the Post of _____

DD No. _____ Dated _____ Fee _____

Issuing Bank _____

In favour of _____

1. Name (in BLOCK LETTERS)
2. Father's / Husband's Name
3. (i) Date of Birth (in figures)
(ii) Age Years
4. (i) Nationality (ii) Gender (iii) Marital Status
5. (a) Post held if any at the time of sending the Application, date of appointment (whether permanent, on contract etc.)
(b) Name of Employing Authority
6. Do you belong to Scheduled Caste / Scheduled Tribe/OBC/PWD? (Please tick)
(If yes, Please attach certificate)

7. Address at which reply to this application, (if any, may be sent)

Postal Address

Permanent Address

.....

.....

.....

.....

.....

.....

.....

.....

Pin Code

Pin Code

Telephone No.

Telephone No.

8. Academic Qualifications :-

Examination	Year	Subject	Divi- sion	% of marks obtained	School / College attended	Name of Board/ University
Other Distinctions, if any						

9. Technical Qualification :
Computer Knowledge, if any :
Typing Speed :

10. Experience :-

Name of the Institution/Organization	Designation & Scale of Pay	Period	Remarks

Note:

- (i) Self-attested copies of Certificates, Mark-sheets, etc., and should be attached with the application and the originals must be produced at the time of joining, if selected.
(ii) Except where otherwise indicated, applicants appearing for test/skill test shall do so at their own expense.
(iii) Applicants who are in employment should send their application through proper channel.

Declaration

I declare that all the information/statements made in this Application are true to the best of my knowledge and belief.

Place: _____

Date: _____

(Signature of Applicant)

Employer Certificate

Forwarded with the remarks that the facts stated in the above have been verified and found correct and this Institution / Organization has no objection to the candidature of the Applicant being considered for the post.

Designation forwarding Authority
Employer Address
.....
.....

Signature
Head of the Institution / Organization
(with seal)

Dated
.....

Telephone No.

12. List of Enclosures (Please indicate total number of enclosures):

- 1.
- 2.
- 3.
- 4.

KAMALA NEHRU COLLEGE
(University of Delhi)
ADMIT CARD

Written Test for the Post of _____
(to be filled by the candidate)

Roll No.....

Date of Examination.....

Address of Centre: Kamala Nehru College,
University of Delhi,
August Kranti Marg,
New Delhi-110084

(For Office Use)

PARTICULARS OF CANDIDATE

Name of Candidate :
Father's Name :
Category :
Address of Candidate :
.....

.....
Signature of Candidate

.....
Principal

KAMALA NEHRU COLLEGE
(University of Delhi)
ADMIT CARD

Written Test for the Post of _____
(to be filled by the candidate)

Roll No.....

Date of Examination.....

Address of Centre: Kamala Nehru College,
University of Delhi,
August Kranti Marg,
New Delhi-110084

(For Office Use)

PARTICULARS OF CANDIDATE

Name of Candidate :
Father's Name :
Category :
Address of Candidate :
.....

.....
Signature of Candidate

.....
Principal

INSTRUCTION TO CANDIDATE FOR APPEARING THE WRITTEN TEST

1. On the basis of information supplied by you in the Application Form and the documents annexed with it you are provisionally allowed to appear in the Written Test as per schedule (Placed on college website). You are required to bring with you an ID-Card to establish your Identity. Mere appearing in the Written Test does not constitute any offer for employment your candidature is provisional and if it found, even after written test, that you are not eligible for this post, your candidature would be cancelled.
2. Reporting time at Examination Centre will be half an hour before the commencement of examination, Last entry in Examination Centre is 10 minutes prior to commencement of examination.
3. Use only Black/Blue Ball point pen for marking answer on the Answer Sheet candidate will be allowed to carry with them into the examination hall only the following items:
(i) Admit Card of Exam (ii) Black/Blue Ball Point Pens.
4. Watches calculators, Mobiles Phones, Log Tables, Electronic Gadgets with or without Built-in calculators, Blank or printer paper, written chits etc., are not allowed in the examination hall. Even possession and not necessarily use, will be treated as use of unfair means.
5. No candidates will be allowed to leave the examination hall without handing over his Question Booklet and Answer Sheet copy to the invigilator on duty.
6. Candidate should read the instruction given on Question Booklet as well as Answer Sheet very carefully before giving answers.
7. The Candidate has to show his Admit Card to the invigilator and other college officials as and when required.
8. Candidate without Admit Card or with Admit Card having Disfigured, Spoiled or Distorted Photograph shall not be allowed to appear for the examination.
9. If a candidate is found using any kind of unfair means his/her candidature/result will be cancelled and he/she may also be Disqualified in addition to other legal action.
10. Candidate should regularly check the College website www.knc.edu.in for further information and updation.