



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110 007
Website: www.srcc.edu Phone: 27667905, 27666519

Date: March 21, 2024

RECRUITMENT NOTICE

Malaviya Mohan Teachers Training Programme (MMTTP) Centre, SRCC

Applications are invited for the post of Project Assistant, Computer Assistant and Support Staff on a contractual basis in the Malaviya Mohan Teachers Training Programme (MMTTP) Centre, SRCC. Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along-with relevant documents latest by **March 30, 2024 (Saturday)**.

ELIGIBILITY CRITERIA:

| Post | Eligibility Criteria |
|-------------------------------------|--|
| 1. Project Assistant | Essential Qualification: Graduate Degree in Commerce/Management Desirable: One year diploma in computer applications Diploma in Office Administration/Management Experience: One year experience in Office and Accounts Management Age Limit: 28 years |
| 2. Computer Assistant | Essential Qualification: Degree/ Diploma in Computer Application Desirable: Proficient in MS Office, Web Design, Video Editing, Coral Draw, Canva, Java etc. Experience: One year experience Age Limit: 28 years |
| 3. Support Staff (Multi-tasking) | Essential Qualification: a) A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution. b) The candidate should have basic knowledge of computer. Age Limit: 28 years |

Pay:

The Monthly pay will be offered as consolidated remuneration as per details:

| | |
|-----------------------|------------|
| 1. Project Assistant | Rs. 35,000 |
| 2. Computer Assistant | Rs. 30,000 |
| 3. Support Staff | Rs. 22,000 |

NOTE:

1. The period of contractual appointment is initially for Six months, extendable subject to the performance and requirement.
2. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liase with other divisions/departments and participate in discussions with senior staff and faculty. The candidate is expected to handle independently one or more functions related to but not limited to organizing and managing various Teachers' Training Programme/ Conduct of Examination/Office Management/ General Administration/ Purchase/ Establishment/ Accounts/Finance /Record Keeping and Database management.
3. College reserves the right not to fill the vacancy and/or reduce the tenure of the appointee at the discretion of the College.
4. The complete application form duly filled-in and signed should be sent only via Google Form using the link <https://forms.gle/2MEqhdFQ8fXWvCZK7>. Applications sent through any other mode and received after March 30, 2024 (Saturday) shall not be entertained.

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Application Form for (on Contractual Basis)

(Please read the notes given at the end before filling the form)

Passport size
photograph

| Post Applied For : | | |
|--------------------|--|-------------------------------------|
| 1 | Name (In Block Letters) | |
| 2 | Father/Husband's Name | |
| 3 | Gender | |
| 4 | Date of Birth | In Figures (DD/MM/YYYY): |
| | | In Words: |
| 5 | Age (As on 01.04.2024) | Years: Months: |
| 6 | Contact Details: | |
| | (i) Address for Communication | |
| | (ii) Email ID | |
| | (iii) Mobile No. | |
| | (iv) Alternate Mobile No. | |
| 7 | Nationality | |
| 8 | Marital Status (Married/Unmarried) | |
| 9 | Do you belong to any Reserved Category? If yes, Name of the Category | |

10. Educational Qualifications:
(Starting from 10th standard)

| Examination Passed | Year of Passing | School/College/ University attended | Percentage | Main Subjects Studied |
|---------------------------|------------------------|--|-------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

11. Professional/Technical Qualifications (if any):

| Examination Passed | Year of Passing | School/College/ University attended | Percentage | Main Subjects Studied |
|---------------------------|------------------------|--|-------------------|------------------------------|
| | | | | |
| | | | | |

12. Experience: (Accounts/Administrative/Technical/Any other):

| Name of the Organization | Post held / Designation | Present Pay and Pay Level | Period | | Nature of Duties Performed |
|--------------------------|-------------------------|---------------------------|--------|----|----------------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

13. Details of Computer Proficiency:
(MS Office, On-line Meetings, Handling emails & mailbox, etc.)

14. Any other Information:

Date: Signature of Applicant:

Place: Name of Applicant:

Declaration by the Applicant

I hereby declare that the details given in this Application Form by me is true and correct to the best of my knowledge and understanding and nothing has been concealed therein. In case of suppression of any information or submission of wrong facts, I shall be liable for appropriate action on me and my candidature shall be cancelled.

Date:

Signature of Applicant

Notes & Conditions:

1. The nature of the job is purely contractual under the requirement of the MMTTP Centre.
2. Incomplete applications will be rejected.
3. Application received after March 30, 2024 (Saturday) shall be liable for rejection.
4. The College reserves the right to call shortlisted candidates only for the interview.
5. The College reserves the right not to fill the vacancy and/or reduce the tenure at the discretion of the College.
6. Applications should be submitted only through the google form <https://forms.gle/2MEqhdFQ8fXWyCZK7>
7. The shortlisted candidates shall be required to submit self-attested copies of all relevant documents of qualification and experience stated in this application form, on the date of interview.
8. In case of any corrigendum/addendum and notice with respect to this advertisement the same shall be uploaded on the College website.