



SHRI RAM COLLEGE OF COMMERCE Malaviya Mission Teachers Training Centre

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

Date: February 12, 2025

RECRUITMENT NOTICE

Applications are invited for the post of Multi-Tasking Staff (Support Staff) on a contractual basis in the MMTTP Centre, SRCC. Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and link mentioned.

The shortlisted applicants are required to *bring the application form along with the relevant documents* on the date of interview/interaction. The last date to submit the application through Google form is **February 28, 2025 (Friday)**.

ELIGIBILITY CRITERIA:

| Post | No. of Post | Eligibility Criteria |
|----------------------------------|-------------|--|
| Multi-tasking (Support Staff) | 1 | 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, candidates having the knowledge of accounts handling will be preferred. |

Pay:

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

- | | |
|-------------------------------------|------------|
| 1. Multi-Tasking (Support Staff) | Rs. 22,000 |
|-------------------------------------|------------|

* Subject to revision as per minimum wages rates as notified by concerned State Government from time to time.

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/liaise 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. MMTTC, SRCC reserves the right not to fill the vacancy and/or reduce the tenure of the appointee at the discretion of the MMTTC, SRCC.
4. The complete application form duly filled-in and signed should be sent only via Google Form using the link <https://forms.gle/W3ethqwRt8imJRx8A> The Applicants must bring the print of the form along with the required attachment on the date of the interview/interaction. Applications submitted after **February 28, 2025 (Friday)** shall not be entertained.



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Application Form for Multi-Tasking Staff (Support Staff) (on Contractual Basis)

At Malaviya Mission Teachers Training Centre, Shri Ram College of Commerce

(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: (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. Incomplete applications will be rejected.
2. Application submitted after 28th February, 2025 shall be liable for rejection.
3. The MMTTC, SRCC reserves the right to call shortlisted candidates only for the interview/Interaction.
4. The MMTTC, SRCC reserves the right not to fill the vacancy and/or reduce the tenure at the discretion of the MMTTC, SRCC.
5. This appointments/engagement is specifically for the MMTTC project/centre, which is temporary and the appointment is not against a regular/sanctioned vacancy in the College or does not entail any right for regular appointment to the candidate in future.
6. Applications should be submitted only through the google form <https://forms.gle/W3ethqwRt8imJRx8A>.
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 SRCC website.