

Applications are invited from the *Indian Citizen* on the Prescribed Application Form for the Non-teaching positions as follows :

- Essential and Desirable Qualifications (as per UGC Norms), general conditions and other details are given below.
- **Application Form** is given in this website <http://www.davpgcvns.ac.in>

Advertisement No.: 01/ 2020 / DAVPG / NT

LAST DATE for Receipt of Application : within 21 days of the advertisement in

Hindustan Times and Hindustan dt. 07-10-2020

Sl. No.	Name of Post	Post Code	No. of Vacancies	Category
1.	Administrative Officer	NT-01	01 (One)	UR
2.	Office Assistant (Contractual)*	NTC-02	01 (One)	UR

***The post no. 2 is purely temporary, initially for six months and may be extended after due approval. No demand draft is required for the post no. 2.**

Secretary / Manager

1.	Name of the Post	Administrative Officer
2.	Number of Posts	1 (One)
3.	Classification	Group 'A'
4.	PB+GP/Scale of Pay	Rs. 56100-177500 (Laval - 10) as per 7th CPC Recommendation
5.	Age Limit for Direct Recruitment	Upto 35 years, relaxable for 5 years working under Government Departments / Statutory & Autonomous Bodies / Universities / Affiliated or Constituent Colleges / PSUs rendered at least 3 years regular service in the same or allied field under recruitment rules of Govt. of India.
6.	Educational and other required Qualifications for Direct Recruitment	<p>Essential Qualification : Good academic record plus Master Degree with at least 55% marks and equivalent to grade 'B' in the UGC's seven point scale.</p> <p>Most Desirable Qualification: Well conversant with DBT Module, PFMS, TSA Module, NPS etc.</p> <p>Desirable Qualification: At least 3 years experience in supervisory or equivalent cadre in group 'B' post in a Government Departments / Statutory & Autonomous Bodies / Universities / Affiliated or Constituent Colleges / Research Institutions / Teaching and / OR Research Experience along with proven administrative capabilities.</p> <ul style="list-style-type: none"> • At least three years experience in supervisory or equivalent cadre in a Group B Post in a Government Department / University / Educational or Research Institution. Teaching and / OR Research experience along with proven administrative capabilities may also admissible as extra qualification. • MBA or CA / ICWA or MCA or PGDCA or M.Phil / Ph.D. qualifications will also get privilege. <p>Note :</p> <ul style="list-style-type: none"> • 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 functionaries and Academicians. • The applicant is expected to handle independently one or more functions related to Educational Admn./ Exams./ General Admn/ Purchase/ Establishment/ Accounts & Finance/ Project management / HR / Legal. • All the candidate for direct recruitment will be required to appear in a written test to adjudge their ability of expressions and knowledge of the administrative aspects relating to educational admn., the selection being based on the performance of the candidate in written test and interview.
7.	Period of probation	One year, which is extendable one more year as the case may be.

1.	Name of the Post	Office Assistant
2.	Number of Posts	1 (One)
3.	Classification	Contractual
4.	Fix Pay	15000
5.	Age Limit for Direct Recruitment	21-35 years
6.	Educational and other required Qualifications for Direct Recruitment	<p>Essential Qualification :</p> <ul style="list-style-type: none"> ● Bachelor's Degree from a recognized university ● Minimum speed of 30/25 w.p.m. in English/Hindi typing on computer. ● Proficiency in computer operation, noting and drafting. ● CCC/Diploma in Computer Application from a recognized institution. <p>Note :</p> <ul style="list-style-type: none"> ● The selection being based on the performance of the candidate in interview.

General Instructions to the Candidates

1. No TA/DA shall be paid to the candidates for attending the interview.
2. Application fees once paid shall not be refunded under any circumstances.
3. The College will not be responsible for postal delay in delivering the application forms to the candidates.
4. **Applications incomplete in any respect and those received after the last date shall not be entertained.**
5. The College shall verify all the antecedents / documents submitted by the candidates at any time, at the time of appointment or during the tenure of the service. In case, it is detected within the time span as prescribed by the Law that the documents submitted by the candidates are fake or the candidates has a clandestine antecedents / background and has suppressed the said information, then his services shall be terminated.
6. The College reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
7. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Management Committee of the College reserves the right to modify / withdraw / cancel any communication made to the candidates.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College Management shall be final.
9. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
10. Canvassing in any form will be a disqualification.
11. Application in the prescribed format, duly filled along with the relevant enclosures should reach the office of **the Principal, D.A.V. Post Graduate College, Varanasi – 221 001 (India) on or before 27-10-2020.**
12. For prescribed application form click here.

Note :-

1. **It will be open to the College to consider names of suitable candidates who might have not applied.**
2. **Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the interview.**
3. **Relaxation of any of the qualifications may be made in exceptional cases on the recommendation of the selection committee.**
4. **Separate application form is required for each post.**
5. **The application must be accompanied by attested copies of the degree, marksheets and other certificates.**
6. **Candidates may send their applications by post / in person**
7. **Those already in service should apply through proper channel.**
8. **The candidates belonging to SC/ST/OBC/PH(OH)/VH should mention the category specifically in their applications.**
9. **No age bar for permanent employees of DAV PG College, Varanasi.**

Secretary/Manager