

**BHAGINI NIVEDITA COLLEGE
(UNIVERSITY OF DELHI)
KAIR, NEAR NAJAFGARH, NEW DELHI-110043**

Advt. No.2/NT/11

Applications on prescribed form downloadable from the downloadable documents/notices section at the homepage of this website are invited for the following Non-Teaching posts:

Name and No. of Post/Category/Age limit/ Pay Band and Grade Pay	Essential Qualification	Desirable Qualification
Section Officer (Administration) (Permanent/Deputation*)- 01/Unreserved/35 years Rs.9300-34800 GP:-Rs.4600/-	1. Graduate/Post Graduate with at least second division (50% marks). 2. At least three years post qualification experience in handling Educational Administration/ General Admn/ Purchase/ Accounts & Finance in a University/ Research Institution/ Government department/ bodies/PSU or reputed commercial establishment.	Preference will be given to candidates holding professional qualification like L.L.B. or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ICWA(Inter)
System and Network Administrator (Contract basis)- 01/Unreserved/ Rs.35,000 – 40,000 per month (consolidated), depending upon qualification and experience	1. MCA/B.E./B.Tech./M.Sc. (Informatics) or equivalent in computer science or related discipline. 2. At least one year experience of System and Network Administration in an organization for general domain system administration with user accounts management, network administration, security administration, web-server and database administration.	Microsoft MCSA, Cisco CCNA, CISSP and/or any other equivalent certifications.

Note for Section Officer (Administration):

1. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administration/House keeping/Purchase/Service matters/Office management/Establishment/Accounts & Finance/HR/Legal in a computerized environment.
2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.
3. The scheme of examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
4. All direct recruits are expected to work in a computerized environment and require to qualify a skill test in handling computers within one year from their appointment before completion of probation period.
- *5. If no candidate found suitable, the post of Section Officer (Administration) will be filled up on deputation amongst the officers working in analogous post in the pay scale of Rs.6500-10500 (Pre-Revised) or equivalent with atleast 2 years of regular service as Section Officer or equivalent

OR

Assistant or equivalent in the pay scale of Rs.5000-8000/5500-9000/- (Pre-Revised) with atleast 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.

Duties of the System and Network Administrator:

Primary duties will include installation and maintenance of servers, desktops, security devices and other network components in a medium sized Windows Active Directory based domain, ensuring that the whole network works efficiently without any threat of viruses, security breaches or any other interruption to the network. Other duties may include developing scripts, system related project management, supervision of junior computer staff, backups of systems and other important data, and should be able to provide technical support for all computer related activities of the college.

General Note:

1. College reserves the right to change/alter the nature and number of post/s and fill or not fill any or all the posts advertised.
2. Candidates already in service should send their application through proper channel.
3. The upper age limit for the candidates shall be relaxed as per rules.
4. All statements made in the application must be supported by attested copies of certificates/testimonials.
5. No enquiry will be entertained with regard to application form.
6. Incomplete applications will be rejected.
7. Applications giving full particulars and addressed to “The Principal, Bhagini Nivedita College, Kair, Near Najafgarh, New Delhi-110043” should reach this office within 21 days from the date of publications of this advertisement.
8. The envelope must contain the words “Application for the post of

Principal