

**JESUS & MARY COLLEGE**  
**Chankyapuri, New Delhi-21**  
**(University of Delhi)**  
**Accredited by NAAC with 'A' Grade**

Jesus & Mary College is a Christian Minority Institution imparting higher education to women. Applications are invited from the eligible candidates on prescribed format for the following Non-Teaching posts **Purely on Contractual Basis**.

S. No.	Name of the post	Category	No. of Vacancies	Age Limit*
1.	Semi Professional Assistant (Purely on Contractual Basis)	UR	01	30 years
2.	Junior Assistant (Purely on Contractual Basis)	UR	01	27 years
3.	MTS (Office Attendant) (Purely on Contractual Basis)	UR	01	30 years

**\*Age as on 1<sup>st</sup> September 2021**

**1. Semi Professional Assistant (Purely on Contractual Basis) – 01 (UR)**

**Essential:**

1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

**Desirable:**

The candidate should have working knowledge of Library Softwares like TROODON, NETLIB etc and MS-Office (Excel, Word and Power Point),

## **2. Junior Assistant (Purely on Contractual Basis) – 01 (UR)**

### **Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

### **Desirable:**

The candidate should have knowledge and work experience of Tally, MS-Office (Excel, Word and Power Point), Bank Reconciliation, GST, TDS and Pay Roll Management.

## **3. MTS (Office Attendant) (Purely on Contractual Basis) – 01 (UR)**

### **Essential:**

10th pass or ITI equivalent

### **Desirable:**

Working knowledge of photocopying, computer work, filing, indexing and recording etc

### **General Note (for all):**

1. The upper age-limit prescribed for candidate shall be relaxable in case of Persons with Disabilities and for candidate working in Delhi University and its colleges on contractual basis in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by Delhi University.
2. Scanned copy of Applications on the prescribed format available on [www.jmc.ac.in](http://www.jmc.ac.in) must reach the Principal, Jesus and Mary College, Chanakyapuri, New Delhi-110021 complete in all respect with self-attested copies of certificates, mark sheets, testimonials etc. latest **08.10.2021 (Friday)** on email id **recruitment@jmc.ac.in**
3. Incomplete applications, documents will be rejected.
4. The College reserves the right to increase/decrease the number of posts or to fill or not to fill the posts advertised.
- 5 Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be shortlisted further.

**Date of Advt: 23.09.2021**

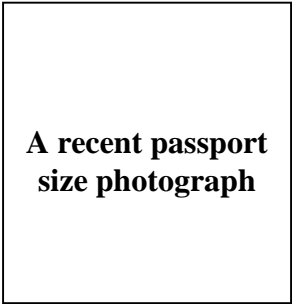
**Principal**

**JESUS & MARY COLLEGE**  
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(University of Delhi)  
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Application no. \_\_\_\_\_ (to be filled in by the office)

**APPLICATION FORM**

Application for the Post of \_\_\_\_\_ UR Category  
(On Contractual Basis)



1. Full Name of the Applicant \_\_\_\_\_

2. Father's/Husband's Name \_\_\_\_\_

3. Marital Status \_\_\_\_\_

4. Gender \_\_\_\_\_

5. Date of Birth (in words) \_\_\_\_\_ Age as on 1<sup>st</sup> September, 2021

DD	MM	YY

Years	Months	Days

6. Whether seeking for age relaxation (Yes/No) \_\_\_\_\_

& How many years \_\_\_\_\_

(i) Due to relaxation for Persons with Disability \_\_\_\_\_

(ii) Due to having experience in Delhi University and its colleges \_\_\_\_\_

7. Present Address \_\_\_\_\_  
\_\_\_\_\_

8. Permanent Address \_\_\_\_\_  
\_\_\_\_\_

9. Hometown \_\_\_\_\_

10. Landline No. \_\_\_\_\_  
(With STD code)

11. Mobile No. \_\_\_\_\_

12. E-mail Address \_\_\_\_\_

13. Nationality \_\_\_\_\_

14. Religion \_\_\_\_\_

15. Category \_\_\_\_\_  
(UR/CH/SC/ST/OBC/PwD/Others)

16. Kind of disability \_\_\_\_\_  
(VH/OH/HH/Others)

17. Percentage of Disability \_\_\_\_\_

18. Issuing Authority of Disability Certificate \_\_\_\_\_

19. Date of issue of Disability Certificate \_\_\_\_\_

20. Typing Speed (wpm) \_\_\_\_\_

21. Computer Knowledge (Yes/No) (i) Tally \_\_\_\_\_

(ii) MS-Word \_\_\_\_\_

(iii) MS-Excel \_\_\_\_\_

(iv) MS-Power Point \_\_\_\_\_

(v) Any other (Please mention) \_\_\_\_\_  
\_\_\_\_\_

22. Educational Qualification:

Examination/Degree	University/Board	Year of Passing	% of Marks/Division	Subject Taken

20. Experience:-

Name of Employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work
		From	To		

21. Have you ever been \_\_\_\_\_  
Discharged/suspended from any position? If Yes, state reason.

22. Aadhaar Number \_\_\_\_\_

23. PAN \_\_\_\_\_

## DECLARATION

**I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that Jesus & Mary College has a policy against sexual harassment and is committed to providing an environment free from discrimination and harassment. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated at any time without any notice/compensation.**

**Date :** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Name of the Applicant:** \_\_\_\_\_

(Note: The Applicant may attach his/her Resume/Bio data along with this)

List of Enclosures: -(Please attach, copies of certificates, Sanction Orders, Papers etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.