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| **E D U C A T I O N** | VASANT KANYA MAHAVIDYALAYA**Kamachha, Varanasi - 221 010**(Run by Besant Education Fellowship)(Admitted to the privileges of Banaras Hindu University) |
| untitledA S S E R V I C E |

Applications are invited from the Indian citizens on the prescribed form for the following non-teaching post(s):

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| S.No. | Name of the Post | No. of vacancies | Category | Pay in Pay Band | GP |
| 1 | Semi-Professional Assistant  | 01 (One) | UR | 5200-20200 | 2800 |
| 2 | Junior Assistant (LDC) | 02 (One) | UR | 5200-20200 | 1900 |
| \*3 | Laboratory Assistant – Home Science | 01 (One) | UR | 5200-20200 | 2400 |
| \*4 | Laboratory Attendant – Psychology  | 01 (One) | UR | 5200-20200 | 1800 |

\*For Serial no. 3 and 4 – Only women candidates are eligible.

**Essential qualification for Non-teaching post(s):**

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| 1 | Name of the Post | **Semi-Professional Assistant**  |
| 2 | Number of Posts | 1 (One) |
| 3 | Classification | Group C |
| 4 | PB+GP/Scale of Pay | Rs. 5200 – 20200 + GP Rs. 2800 |
| 5 | Category | Unreserved |
| 6 | Educational and other required Qualifications for Direct Recruitment | - Graduate with B.Lib. Sciences with at least 50% marks.- Proficiency in computer operation.**Desirable:** - PG Diploma in Library Automation/PGDCA. |

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| 1 | Name of the Post | **Junior Assistant (LDC)**  |
| 2 | Number of Posts | 2 (Two) |
| 3 | Classification | Group C |
| 4 | PB+GP/Scale of Pay | Rs. 5200 – 20200 + GP Rs. 1900 |
| 5 | Category | Unreserved |
| 6 | Educational and other required Qualifications for Direct Recruitment | **Essential Qualification:** - Good academic record.- Graduate (minimum 50% marks) with at least six months of training on the use of Computer for Office Automation, Book keeping and word processing from a certified Institution or Second Class Graduate with Diploma in Computer recognized by AICTE. - Typing English/Hindi - 40/30 w.p.m. on Computer.- Typing and Computer Test shall be conducted which shall also be counted in determining the final merit for selection. |

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| 1 | Name of the Post | **Laboratory Assistant – Home Science**  |
| 2 | Number of Posts | 1 (One) |
| 3 | Classification | Group C |
| 4 | PB+GP/Scale of Pay | Rs. 5200 – 20200 + GP Rs. 2400 |
| 5 | Category | Unreserved (women candidates only) |
| 6 | Educational and other required Qualifications for Direct Recruitment | **Essential Qualification:** - Good academic record.- Graduate (minimum 50% marks) with Home Science (minimum 50% marks) from a Government recognized Institution with two years job experience in a University/College Laboratory. - English/Hindi Typing speed of 40/30 w.p.m. on Computer.- Proficiency in computer operation. **Desirable :** One year Computer Course from a Recognized Institution. |

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| 1 | Name of the Post | **Laboratory Attendant** - **Psychology** |
| 2 | Number of Posts | 1 (One) |
| 3 | Classification | Group C |
| 4 | PB+GP/Scale of Pay | Rs. 5200 – 20200 + GP Rs. 1800 |
| 5 | Category | Unreserved (women candidates only) |
| 6 | Educational and other required Qualifications for Direct Recruitment | B.Sc. or I.Sc. with 3 years experience OR ITI with 2 years experience.  |

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| **AGE LIMIT: (For non-teaching posts) :** (1) **18-30 years for general category (**Upper age limit will be relaxable for SC/ST/OBC candidates as per Govt. of India rules); (2) **No age bar for permanent employees of VKM.**  |

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| 1. Mere eligibility will not entitle any candidate for being called for skill test. More stringent criteria may be applied for short-listing the candidates to be called for skill test.
2. Applicants having higher qualifications and merit will be given preference.
3. Skill test, typing and computer test shall be conducted for all the above **non-teaching posts** and it will be counted for determining the final merit for selection.
4. Call letters for attending test will be sent only to the short-listed candidates. No correspondence will be made with applicants who were not short-listed.
5. For detailed qualifications and other instructions for the above-mentioned posts please visit our website: www.vkm.org.in and Employment News dated 27 May to 2 June, 2017.
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Application form along with detailed instructions can be downloaded from our website: *http//www.vkm.org.in.*

The duly filled form complete in all respect, alongwith certificates, marksheets etc. and *a MICR Coded demand draft of Rs. 500/- for Gen/OBC and Rs.150/- for SC/ST candidates for the* ***Non-teaching post(s)*** drawn in favour of ***Manager, Vasant Kanya Mahavidyalaya*** *payable at Varanasi* must reach ***the Office of Vasant Kanya Mahavidyalaya, Kamachha, Varanasi - 221010 (UP)***on or before **15.06.2017.**

**General Instructions to the Candidates for Non-teaching post(s)**

1. Please write Name of the Post Applied for, your name and full postal address on the back of the Demand Draft without fail.
2. No TA/DA shall be paid to the candidates for attending the skill test.
3. Eligibility of a candidate and fulfillment of any other Short-listing criteria shall be considered as on the last date of the receipt for application.
4. Application fees once paid shall not be refunded under any circumstances.
5. (i) Application after the last date; incomplete in any respect; any fresh paper / enclosures after closing date; not accompanied by the full prescribed fee/sent through other than Demand Draft will be treated as without fee and will be summarily rejected and (ii) Applications not on original prescribed format will not be accepted.
6. Certificate in support of experience should be in proper format i.e. it should be on the organization’s letter head, bear the date of issue, specific period of work (with DD-MM-YY), name and designation of the issuing authority along with his/her signature.
7. Applicants who are in employment should route their applications *through proper channel*.
8. Candidates should send duly attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications.
9. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
10. No correspondence will be entertained from candidates regarding postal delays, conduct and result of skill test and reasons for not being called for skill test.
11. Canvassing in any form will be a disqualification.
12. No interim correspondence shall be entertained.
13. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the College Management shall be final.
14. Application along with the relevant enclosures should reach the Manager, Vasant Kanya Mahavidyalaya, Kamachha, Varanasi-221010 (India) *latest by 15.06.2017.*

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 Date: 27.05.2017 MANAGER