शहीद राजगुरू कॉलेज ऑफ एप्लाईड साईसेस फॉर वुमैन
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)
वसुंधरा एन्कलेव, (यिल्ला स्पोर्ट्स काम्प्लैक्स के पास)
दिल्ली - 110096
दूरभाष - 22623503, 22623505
दूरभाष / फैक्स : 22623504

(UNIVERSITY OF DELHI)
Vasundhara Enclave (Adjoining Chilla Sports Complex)
Delhi - 110096
Phone(s) : 22623503, 22623505
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संदर्भ सं०/Ref. No. SRCASW/ ...NOTICE......

दिनांक/ Date... 10 / 02/2026

Applications are invited by Speed Post only for appointment on Short Term Contract basis for the following posts. While applying candidates must ensure that information provided in the format is correct. The appointment shall be purely on contractual basis for a period of six months initially.

On Short Term Contract Basis.

S.No.	Name of the post	No. of Post	Category	Age Limit	Salary Per Month
1	Senior Personal Assistant	01	UR	35 Years	Basic pay of INR 44900/- plus dearness allowance as applicable from time to time
2	Technical Assistant (Microbiology)	01	UR	32 Years	Basic pay of INR 29200/- plus dearness allowance as applicable from time to time
3	Laboratory Assistant (Biochemistry/ Microbiology)	02	1OBC 1 UR	32 Years	Basic pay of INR 25500/- plus dearness allowance as applicable from time to time
4	Junior Assistant	01	1 UR	32 Years	Basic pay of INR 19900/- plus dearness allowance as applicable from time to time
5.	MTS Laboratory – Biochemisty, Biomedical Science, Chemistry, Electronics, Food Technology, Instrumentation, Microbiology, Management and Financial Studies Department	08	SC 3, ST-2, OBC-2, UR-1	32 Years	Basic pay of INR 18000/- plus dearness allowance as applicable from time to time
6.	MTS (Library)	01	1 OBC	32 Years	Basic pay of INR 18000/- plus dearness allowance as applicable from time to time
7.	Nurse	01	1 UR	35 Years	Consolidated salary of INR 45,000/- per month subject to approval of competent authority
8.	MTS (Sports)	01	1 UR	32 years	Basic pay of INR 18000/- plus dearness allowance as applicable from time to time

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1. Senior Personal Assistant
Essential Qualifications

A Bachelor's Degree from a recognized University/Institute.

Minimum 03 Years' experience as Personal Assistant in Pay Level 6 or 5 years as Stenographer in Pay Level 4 or above in a University/Research establishment/Central/State Govt. /PSU and other autonomous bodies or at equivalent pay in private organisation of repute.

(Note: The candidate shall be judged for (a)Proficiency in English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi. (b) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. and (c)Knowledge of Computer Applications.)

Skill Test Norms on Computer:
Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi
Transcription: 50 minutes (English)/ 60 minutes (Hindi)

Desirable:
Proficiency in English/Hindi & good communication skills.

SCHEME OF EXAMINATION FOR THE POST OF SENIOR PERSONAL ASSISTANT

| Description | Syllabus in brief | Duration: 3 hours* | |
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Functional knowledge of Information Technology and basic tools software packages for operating computers • Reasoning • Mathematical ability. • Administration of Higher Educational Institutions.	35 questions 35 questions 35 questions 45 questions	300
TOTAL		150	300

b) Skill Test

Description Private Secretary		Time	Marks
Skill Test	Skill Test Norms on Computer: Dictation: 10 minutes @120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)	As decided by the concerned evaluating experts	The test will be of 100 marks. To qualify, the candidate should obtain minimum 50 marks This will, however, be only qualifying in nature.
TOTAL			100

2. Technical Assistant

Essential Qualifications:

Bachelor's degree in relevant subject discipline with minimum three years of working and maintenance operation experience of Scientific or other Instruments in the relevant Laboratory department.

The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200 - Crores or more.

(An indicative table for relevant subject discipline is given at the end of this table).

SCHEME OF EXAMINATION FOR THE POST OF TECHNICAL ASSISTANT

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules)	45 questions	300
	• Reasoning		
	• Mathematical ability.	35 questions	
	• Administration of Higher Educational Institutions.	35 questions	
		35 questions	
TOTAL		150	300

**Laboratory-Assistant-
EssentialQualifications**

Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. (An indicative list of relevant subjects is appended with this table).

The experience should be in University / Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200/- Crores.

SCHEME OF EXAMINATION FOR THE POST OF LABORATORY ASSISTANT

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules)	15 questions	300
	• Reasoning	35 questions	
	• Mathematical ability.	35 questions	
	• Administration of Higher Educational Institutions.	35 questions	
TOTAL		150	300

3. Junior Assistant
Essential Qualifications:

(i)   A Bachelor's Degree from any recognized Institute University.

(ii)   English Typing @ 35 wpm OR Hindi Typing @ 30 wpm

(iii)   Proficiency in Computer Operations.

Scheme of Examination for the post of Junior Assistant

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• General Knowledge. • Reasoning. • Mathematical ability. • Administration of Higher Educational Institutions	150	300
TOTAL			300

* *9 minutes per hour extra would be given to visually impaired, cerebral .....*

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	• Basic knowledge of the Constitution of India and working of its Political System. Economy. General Studies. • Act. Statutes and Ordinances of the University of Delhi.	200
TOTAL		200

b) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: • Management of Administrative Units of the University • Understanding of Manual of Office Procedures • Knowledge of Information Technology • Noting and Drafting	As decided by the concerned evaluating experts	The test will be of 100 marks. To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature
TOTAL			100

4. MTS Laboratory (Laboratory Attendant)
Essential Qualifications:

10+2 with Science stream from any recognized Central/ State Board

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate program in Laboratory Technology or ITI in relevant trade.

Scheme of Examination for the post of MTS LAB (LABORATORY ATTENDANT)

| Description | Syllabus in brief | Duration: 3 hours* | |
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules)	45 questions	300
	• Reasoning • Mathematical ability. • Administration of Higher Educational Institutions.	35 questions 35 questions 35 questions	
TOTAL		150	300

MTS (Library)

Essential Qualifications:

1. 10+ 2 or equivalent examination from a recognized Board.

2. Certificate course in Library Science/Library Science from a recognized Institution.

(Note: candidates shall be accessed for knowledge of Computer Applications)

Scheme of Examination for MTS (Library)

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

Nurse

i) B.Sc. (Hons.) in Nursing from a recognized University or Institute/ Regular course in B.Sc. Nursing from a recognized University or Institute/ or Institute/ Post Basic B.Sc. (Nursing) from recognized University or Institute;
ii) Registered as Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council.

Six months experience in minimum 50 bedded hospital after acquiring the educational qualification mentioned above.
OR

i   Diploma in General Nursing and midwifery from a recognized Board or Council.
ii Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council.
iii Two and half years experience in minimum 50 bedded hospital after acquiring the above educational qualification.

A.   Scheme of the Examination Nurse:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

| Paper-I | TEST COMPONENTS | DURATION: 2 hours | |
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

MTS (Sports)

Essential Qualification:

1. 10th class pass or its equivalent, ITI
2. Should possess sound health and keen sports activities.

Desirable Qualification:

1. Certificate of participation in Sports at school level.
2. Must have 2 years experience.

Scheme of Examination for the post of MTS (Sports)

Description	Syllabus in brief	Duration: 2 hours	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Basic Knowledge of Hindi or English • Basic Mathematics and Reasoning	50 50	200
TOTAL		100	200

candidates or similarly-placed candidates

Selection Criteria:

Interested candidates fulfilling essential qualification should apply only through the form provided alongwith this advertisement and recent passport size photograph. The last date of receiving application is **25.02.2026**.

All the candidates who apply till last date of receipt of applications shall be called for written test. No TA/DA shall be paid to the candidates. Appointment shall be subject to approval of competent authority.

- Candidates are advised to visit the website regularly regarding examination details and any other updates. No personal communication in this regard will be sent.

- The Candidates must ensure their eligibility regarding age, qualification, category before applying for the post. The candidates are allowed to appear in exam without any scrutiny of eligibility criteria, category, experience etc. Final verification regarding eligibility will be ensured by the College at the time of appointment. The candidature will be cancelled if any discrepancy is found at the time of appointment or at any stage.
- Age relaxation shall be as per Govt. of India/DU rules.

(Professor (Dr.) Payal Mago)
Principal

Shaheed Rajguru College of Applied Sciences for Women (University of Delhi), Vasundhara Enclave, Delhi-110096

Application for the Post of ....

Name: ....

Father's/Guardian Name: ....

Date of Birth: ....Age: ....

Category: SC/ST/OBC/PwBD/Unreserved :..

Correspondance Address: ....

....

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Contact No.: .... Email id:...

Qualification:

S. No.	Exam Passed / Degree Obtained	Board	% attained	

Diploma/Certificate in Lab Technology (for MTS Laboratory only):...............................

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I, hereby undertake that I have read the terms and conditions mentioned in advertisement and agree to abide by the same. I understand that my candidature shall be cancelled if any discrepancy is found relating to eligibility, category, experience, etc. at the time of appointment or at any stage.

(Signature of Applicant)
Date: