

Pay Scale and Educational Qualification of Non Teaching Posts :

1	Name of the Post	Lab Assistant (Home Science)
2	Number of Posts	1 (One)
	Category	UR
3	Level & Pay Scale	Level -4- (25500-81100)
	Age Limit for Direct Recruitment	Upto 30 yrs.
4	Educational and other required Qualifications for Direct Recruitment	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Bachelor Degree in Home Science or Science subject with 50% marks from a recognized university. • Proficiency in computer operations, noting and drafting. <p>Desirable Qualification:</p> <ul style="list-style-type: none"> • Well conversant in Hind/English.

1	Name of the Post	Assistant (UDC)
2	Number of Posts	1 (One)
	Category	UR
3	Level & Pay Scale	Level -4- 25500-81100
	Age Limit for Direct Recruitment	Upto 30 yrs.
4	Educational and other required Qualifications for Direct Recruitment	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Bachelor Degree with 50% marks from a recognized university.. • Minimum speed of 30/25 w.p.m. in English/Hindi typing on Computer. • Proficiency in computer operations, noting and drafting. • At least 3 years experience in LDC in the pay scale of 19900-63200 or equivalent post of any Central/State Government/University/Affiliated College/Educational Institution. <p>Desirable Qualification:</p> <ul style="list-style-type: none"> • Well conversant in Hind/English.

1	Name of the Post	Junior Assistant (LDC)
2	Number of Posts	2 (Two)
	Category	UR
3	Level & Pay Scale	Level -2- 19900-63200
	Age Limit for Direct Recruitment	Upto 30 yrs.
4	Educational and other required Qualifications for Direct Recruitment	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Bachelor Degree from a recognized university. • Minimum speed of 30/25 w.p.m. in English/Hindi typing on Computer. • Proficiency in computer operations noting and drafting. • CCC/Diploma in Computer Application from a recognized institution. <p>Desirable Qualification:</p> <ul style="list-style-type: none"> • Well conversant in Hind/English.

1	Name of the Post	Lab Attendant*
2	Number of Posts	2(Two)
	Category	1-UR, 1(EWS)
3	Level & Pay Scale	Level -1- 18000-56900
	Age Limit for Direct Recruitment	Up to 30 yrs.
4	Educational and other required Qualifications for Direct Recruitment	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Inter/(10+2) Degree from a recognized Board. • CCC/Diploma in Computer Application from a recognized institution. <p>Desirable Qualification:</p> <ul style="list-style-type: none"> • Degree/ Diploma in Home Science/Psychology

- * Out of two post of Lab Attendant one post is reserved for Pwd candidates.

General Instructions to the Candidates :- (Non-Teaching Position)

1. Incomplete applications will not be considered and if found so will be REJECTED.
2. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
3. In the selection process, other things being equal preference will be given to women candidates.
4. 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 college reserves right to modify/withdraw/cancel any communication made to the candidate.
5. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the college shall be final.
6. Applicants who are in the employment should route their application through proper channel or should submit a "No Objection Certificate" from the employer prior to the interview, failing which they may not be considered further.
7. Candidates must send self-attested copies of certificates and mark-sheets from matriculation (10th Standard) onwards in support of their qualifications.
8. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
9. Canvassing in any form will be a disqualification.
10. No interim correspondence shall be entertained.
11. For OBC/ SC/ST/ Pwd candidates age relaxation as per GOI rules.
12. No TA/DA shall be paid to the candidates for attending the interview.
13. Application fees once paid shall not be refunded under any circumstance.
14. The college will not be responsible for postal delay in delivering the application forms to the candidates.
15. 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 position is thus open to change.
16. The duly filled in application form complete in all respects along with a MICR demand draft of Rs 500/- for General/OBC and Rs. 250/- for SC/ST/Pwd candidates drawn in favour of **Arya Mahila P.G. College, Varanasi**, must reach the college office on or before dated **31.01.2022**.

Note :-

1. It will be open to the College to consider names of suitable candidates who might have not applied.
2. Separate applications shall be submitted for different positions.
3. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for written examination.
4. Relaxation of any of the qualifications may be made in exceptional cases on the recommendation of the Selection Committee.
5. For SC/ST/OBC/Pwd candidates age relaxation as per GOI rule.
6. No age bar for permanent employee and Five years relaxation in age bar to Part time employee of Arya Mahila P.G. College.
7. any corrigendum/addition/deletion etc. of the advertised posts will be displayed on our website : www.ampgc.ac.in

Manager