

**For advertisement, please visit the Employment News dated 24-30 July, 2021**

Applications are invited from the Indian citizens on the prescribed form for the following teaching (Women candidates only) and non-teaching posts:

S.No.	Name of the Post	Subject	No. of vacancies	Category	Pay Scale
	<b>Teaching Posts:</b>				
1	Assistant Professor	Hindi	01 (One)	1 - UR	57700-182400
2	Assistant Professor	English	01 (One)	1 - OBC	57700-182400
3	Assistant Professor	Painting	01 (One)	1 - UR	57700-182400
	<b>Non-teaching Posts:</b>				
4	PA to Principal		01 (One)	1 - UR	35400-112400
5	Laboratory Assistant-Home Science		01 (One)	1 - UR	25500-81100
6	LDC		01 (One)	1 - UR	19900-63200
7	Laboratory Attendant		01 (One)	1 - UR	18000-56900

**ESSENTIAL QUALIFICATIONS:**

**For Post No. 1 to 3: Assistant Professor in Hindi, English and Painting (Women candidates only):**

As per UGC Regulations, 18 July, 2018.

**For Post No. 4: PA to Principal**

1	Number of Posts	1 (One)
2	Classification	Group B
3	PB+GP/Scale of Pay	Rs. 35400 – 112400
4	Category	Unreserved
5	Educational and other required Qualifications for Direct Recruitment	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Graduate or Post graduate from recognized University with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</li> <li>2. Degree/ Diploma in Computer Application / Computer Science.</li> <li>3. Typing speed of 40 words per minute in English and 30 words per minute in Hindi.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Shorthand speed of 100 words per minute in English and 80 words per minute in Hindi.</li> <li>2. Diploma in Office Management and Secretarial Practice.</li> <li>3. Knowledge of Accounts.</li> </ol>

**For Post No. 5: Laboratory Assistant – Home Science**

1	Number of Posts	1 (One)
2	Classification	Group C
3	PB+GP/Scale of Pay	Rs. 25500 - 81100
4	Category	Unreserved
5	Educational and other required Qualifications for Direct Recruitment	<b>Essential Qualification:</b> <ul style="list-style-type: none"><li>- Graduate with Home Sc. from a recognized Institution with three years job experience in a University/College Laboratory.</li><li>- English/Hindi Typing speed of 40/30 w.p.m. on Computer.</li><li>- Proficiency in computer operation.</li></ul> <b>Desirable:</b> One year Computer Course from a Recognized Institute.

**For Post No. 6: Lower Division Clerk (LDC)**

1	Number of Posts	1 (One)
2	Classification	Group C
3	PB+GP/Scale of Pay	Rs. 19900-63200
4	Category	Unreserved
5	Educational and other required Qualifications for Direct Recruitment	<b>Essential:</b> <ul style="list-style-type: none"><li>• Graduate</li><li>• English/Hindi Typing speed of 40/30 w.p.m. on computer.</li><li>• Proficiency in computer operation, noting and drafting in English and Hindi.</li></ul>

**For Post No. 7: Laboratory Attendant**

1	Number of Posts	1 (One)
2	Classification	Group C
3	PB+GP/Scale of Pay	Rs. 18000 - 56900
4	Category	Unreserved (women candidates only)
5	Educational and other required Qualifications for Direct Recruitment	<b>Essential:</b> Graduate with Geography/Psychology/Certificate course in Computer (of at least 6 months) or I. Sc./Intermediate with Geography/Psychology/Certificate course in Computer (of at least 6 months) and 3 years experience in relevant field. <b>Desirable:</b> Working Knowledge of Computer.

**MAXIMUM AGE LIMIT:** (1) For S.No. 1-3 – No Age bar and for S.No. 4-7 – 18-30 years of age for general category (Upper age limit will be relaxable for SC/ST/OBC and women candidates as per Govt. of India rules); (2) **No age bar for permanent employees of VKM.**

1. Mere eligibility will not entitle any candidate for being called for interview/written/typing and computer test. More stringent criteria may be applied for short-listing the candidates to be called for interview/written/typing and computer test.
2. Applicants having higher qualifications and merit will be given preference.
3. Written test, typing and computer test shall be conducted for the **posts no. 4 to 7** and it will be counted for determining the final merit for selection.
4. Call letters for attending interview/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](http://www.vkm.org.in) and Employment News dated 24-30 July, 2021.

#### **General Instructions to the candidates for all the above post(s)**

1. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason.
2. Please write Name of the Post Applied for, your name and full postal address on the back of the Demand Draft without fail.
3. No TA/DA shall be paid to the candidates for attending the interview/test.
4. Application fees once paid shall not be refunded under any circumstances.
5. (i) Application received 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. For any postal delay in the receipt of application form, the college is not responsible.
6. Applications not on original prescribed format will not be accepted.
7. 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.
8. Applicants who are in employment should route their applications *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.
9. Mere eligibility will not entitle any candidate for being called for interview/test. More stringent criteria may be applied for short listing the candidates to be called for interview/test.
10. Filling all mandatory fields/columns in the application form is required to make your application complete.
11. Good Academic Record for the teaching positions shall be as defined in the regulations.
12. The relaxation of marks for the SC/ST/Specially-abled (Physically and Visually specially-abled) categories will be as per UGC Regulations, 18 July, 2018 for teaching positions.
13. The eligibility of an application shall be determined in accordance with the UGC Regulations, 18 July, 2018 for teaching positions.
14. Candidates should send duly attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications.
15. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
16. Canvassing in any form will be a disqualification.
17. No interim correspondence shall be entertained.
18. The eligibility of the candidate will be determined on the last date of submission of application.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College Management shall be final.

20. Any modifications/amendments/corrigendum regarding above advertisement shall be updated only on college website.
21. The duly filled form complete in all respect, alongwith certificates, marksheets etc. and a *MICR Coded demand draft of*
- *Rs. 1000/- for Gen/OBC and Rs.250/- for SC/ST candidates for the posts of Assistant Professor and*
  - *Rs. 500/- for Gen/OBC and Rs.250/- for SC/ST candidates for the non-teaching posts 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 20.08.2021.*

Date: 24.07.2021

MANAGER