

# **ORIENTAL COLLEGE PATNA CITY**

## **NAAC ACCREDITED**

(A Muslim Minority Degree College,  
Under Patliputra University, Patna)  
Patna - 800008

ADVT No. 03/OC/22 Date : 05.11.2022

Application are invited in the prescribed performa from the eligible candidates for the following positions to be filled during the next one year subject to availability of vacant posts.

<b>Post Code</b>	<b>Name and Total No. of Post</b>
<b>1</b>	<b>Assistant Professor -17</b>
<b>2</b>	<b>Librarian -01</b>
<b>3</b>	<b>Assistant Librarian -01</b>
<b>4</b>	<b>Assistant-01</b>
<b>5</b>	<b>Store Keeper (Lab) - 04</b>
<b>6</b>	<b>Laboratory Personnel -08</b>
<b>7</b>	<b>Sorter-02</b>
<b>8</b>	<b>Typist - 01</b>
<b>9</b>	<b>Diary &amp; Dispatcher -01</b>
<b>10</b>	<b>Steno Typist -01</b>
<b>11</b>	<b>Store Clerk (L.D) - 01</b>
<b>12</b>	<b>Care Taker -01</b>
<b>13</b>	<b>Lab Boy - 03</b>
<b>14</b>	<b>Physical Instructor - 02</b>
<b>15</b>	<b>Peon - 06</b>
<b>16</b>	<b>Daftari - 01</b>
<b>17</b>	<b>Night Watchman -01</b>
<b>18</b>	<b>Day Watchman-01</b>
<b>19</b>	<b>Sweeper -01</b>

Application in a sealed envelope along with all the Certificates / testimonials should reach the Secretary Oriental College, Patna City - 800008 by Registered /Speed Post latest by 21.11.2022 Preference will be given to Urdu Knowing Candidates. Performa for application and details are available on college

**website:-**

**[www.orientalcollege.in](http://www.orientalcollege.in)**

**Note:-** College has right to change the number of vacancies shown above.

**Secretary**

Oriental College, Patna City

# ORIENTAL COLLEGE, PATNA CITY-800008

NAAC ACCREDITED

(A Muslim Minority Degree College, Under Patliputra University, Patna)



Advt. No.- 03/OC/22

Dated:- 05.11.2022

<b>Post Code</b>	<b>Name of the Post</b>	<b>No. of Vacancy</b>
<b>1</b>	<b>Assistant Professor</b>	<b>17</b>
	Philosophy	1
	Commerce	1
	Sociology	3
	English	1
	Persian	2
	Physics	2
	Mathematics	1
	Zoology	3
	Economics	2
	Home Science	1
<b>2</b>	Librarian	1
<b>3</b>	Assistant Librarian	1
<b>4</b>	Assistant	1
<b>5</b>	Store Keeper (Lab)	4
<b>6</b>	<b>Laboratory Personnel</b>	<b>8</b>
	Botany	2
	Chemistry	1
	Physics	1
	Zoology	2
	Psychology	1
Home Science	1	
<b>7</b>	Sorter	2
<b>8</b>	Typist	1
<b>9</b>	Diary & Dispatcher	1

10	Steno Typist	1
11	Store Clerk (L.D)	1
12	Care Taker	1
13	Lab Boy	3
14	Physical Instructor	2
15	Peon	6
16	Daftari	1
17	Night Watchman	1
18	Day Watchman	1
19	Sweeper	1

The following are the essential qualification

Post Code	Post
01	<p><b>Assistant Professor</b></p> <p>(I) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from accredited foreign university.</p> <p>(II) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, CBSE or similar test accredited by the UGC.</p> <p>(III) Candidates, who are, or have been awarded a Ph.D. degree in accordance with the University Grant Commission (Minimum Standards and Procedure for award of Ph.D. degree) Regulations, 2009 and subsequent amendments, may be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or equivalent position in University/College/Institutions. Such candidates should support the application with certificates regarding their Ph.D. in annexed format.</p>
02	<p><b>Librarian</b></p> <p>(I) A Master's Degree in Library Science or an equivalent professional degree with at least 55% marks (or an equivalent grand in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>(II) Experience of Library work is desirable.</p>

03	<p><b>Assistant Librarian</b></p> <p>(I) A Master's Degree in Library Science or an equivalent professional degree with at least 55% marks (or an equivalent grand in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p>
04	<p><b>Assistant</b></p> <p>(I) Graduate from a recognized University/Institution.</p> <p>(II) Good Knowledge of Computer application.</p>
05	<p><b>Store Keeper (Lab)</b></p> <p>(I) Graduate from a recognized University/Institution.</p> <p>(II) Good Knowledge of Computer application..</p>
06	<p><b>Laboratory Personnel</b></p> <p>(I) Graduation with Science subjects from a recognized University or Institution.</p> <p>(II) Good Knowledge of Computer application.</p>
07	<p><b>Sorter</b></p> <p>(I) 12<sup>th</sup> Class pass from a recognized University or Board of School Education or Board of Secondary Education.</p> <p>(II) Training certificate in library science.</p>
08	<p><b>Typist</b></p> <p>(I) Sr. Secondary School (10+2) passed a recognized school or Institution</p> <p>(II) Typing with a minimum speed of 35 w.p.m.</p> <p>(III) Knowledge of Computer typing and its Printing.</p>
09	<p><b>Diary &amp; Dispatcher</b></p> <p>(I) 12<sup>th</sup> Class pass from a recognized University or Board of School Education or Board of Secondary Education.</p>
10	<p><b>Steno Typist</b></p> <p>(I) Sr. Secondary School (10+2) passed a recognized school or Institution</p> <p>(II) Typing with a minimum speed of 35 w.p.m.</p> <p>(III) Knowledge of Computer typing and its Printing.</p>

11	<p><b>Store Clerk (L.D)</b></p> <p>(I) Sr. Secondary School (10+2) passed a recognized school or Institution</p> <p>(II) Typing with a minimum speed of 35 w.p.m.</p> <p>(III) Good Knowledge of Computer application.</p>
12	<p><b>Care Taker</b></p> <p>(I) Sr. Secondary School (10+2) passed from a recognized School or Institution</p> <p>(II) Adequate Knowledge of Urdu &amp; Hindi.</p> <p>(III) Physically fit Candidates will be given preference.</p>
13	<p><b>Lab Boy</b></p> <p>(I) Higher Secondary (10+2) with science subject.</p>
14	<p><b>Physical Instructor</b></p> <p>(I) Bachelor in Physical Education.</p>
15	<p><b>Peon</b></p> <p>(I) 10<sup>th</sup> Class passed from a recognized School or Institution.</p> <p>(II) Physical fitness.</p>
16	<p><b>Daftari</b></p> <p>(I) 10<sup>th</sup> Class passed from a recognized School or Institution.</p> <p>(II) Physical fitness desirable.</p>
17	<p><b>Night Watchman</b></p> <p>(I) 10<sup>th</sup> Class passed from a recognized School or Institution.</p> <p>(II) Physical fitness.</p>
18	<p><b>Day Watchman</b></p> <p>(I) 10<sup>th</sup> Class passed from a recognized School or Institution.</p> <p>(II) Physical fitness.</p>
19	<p><b>Sweeper</b></p> <p>(I) 10<sup>th</sup> Class passed from a recognized School or Institution.</p> <p>(II) Physical fitness</p>



# ORIENTAL COLLEGE PATNA CITY

PATNA-800008

Recent self  
attested  
Colour  
Photograph

Advertisement No. ( ) , Dated.....

Application for the Non-Teaching Post

1.	Post and Post Code						
2.	Name of the Applicant (in block letters)						
3.	Father's name						
4.	Mother's name						
4.	Telephone/Mobile number						
5.	E-Mail ID						
6.	Date of Birth & Age as on 0 1.06.18						
7.	Category (Please attach copy of certificates)						
8.	Present address for correspondence						
9.	Permanent Home address						
10.	Domicile						
11.	Academic Qualification (Please attach separate sheet, if needed)						
Sl. No.	Examination passed	Division	% of marks	Subject	Year of passing	Board/ University	Distinction achieved if any
a.							
b.							
c.							
d.							

12. Knowledge of Urdu (Yes/No):

13. Any vigilance / Disciplinary/ Legal matter is pending against you (Yes/No):

14. Work Experience (If available)					
Sl. No.	Post held	Employer	Last pay drawn with + AGP	Nature of Assignment	Period with dates
a.					
b.					
c.					
15.	Knowledge of Computer				
16.	Any other relevant information:				
17.	Details of enclosures sent with the application :				

I hereby certify that the above information furnished by me is correct and complete to the best of my knowledge and belief. If anything is found false at any stage, my application may be cancelled without assigning any reason.

Date :

Place :

Signature of the Applicant

*Note: 1. The documents in support of Academic Qualifications and other criteria must be enclosed and self attested. 2. Experience and qualifications will be reckoned on the Date of the publication of the advertisement (i.e. ....). 3. Incomplete applications in any respect will summarily be rejected. 4. No interim correspondence will be entertained from any candidate and all updates to this advertisement including corrigendum, amendment, if any, will be hosted on the website only and the Candidates are advised to check the website periodically for Updates.*

## **General Instructions**

1. Application are advised to submit the application with all self attested supporting documents, testimonials well in advance ,without waiting till last date, to avoid postal delay or any other unforeseen problems. The college will not be held responsible for any postal delay at any stage. The original certificates would be required at time of interview only.
2. The prescribed qualification and experience are minimum and the mere fact that a candidate possessing the same will not entitled to him/her for being called for interview/Exam.
3. Canvassing in any form on behalf of any candidate will disqualify candidature.
4. The College reserves the right to withdraw any advertised posts or partial or full advertisement at any time without giving any reason. The number of vacancies may also change.
5. Urdu Knowing candidate will be given preference.
6. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
7. Candidates desirous of applying for more than one level (post)should submit separate application for each post.
8. No TA/DA will be given for appearing at Interview/Exam.
9. Age limit and pay scale for all above mentioned post will be covered as per rules and provisions of University and Government.
10. The College reserves the right to reject any application without assigning any reason whatsoever.
11. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Patna and courts/tribunals/forums at Patna only shall have sole and exclusive jurisdiction to try any such cause/dispute.
12. Any corrigendum/changes/updates shall be available only on our website:-**[www.orientalcollege.in](http://www.orientalcollege.in)**

The completed application along with enclosures should reach by speed post/registered post only on or before 21.11.2022 to the address given below. Candidates must mention the Post Name, Department (for Assistant Professor) and Post Code on the envelope.

Application for the Post of.....Post Code.....

To,  
The Secretary  
Oriental College, Patna City  
Patna-800008