



# Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004  
(Ranchi University)

## General instructions for applicants for the posts of Principal, Assistant Professors, Librarian, various Non-teaching positions, IT Professional, and DTP Operator-cum-Graphic Designer

1. The direct recruitment shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committee.
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College. Applicants are required to produce specific certificates as per eligibility conditions.

The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

The minimum Points requirement for shortlisting of applicants for the post of Principal will be as indicated in the Screening guidelines attached herewith.

The Governing Body has the right to stop/change the recruitment process at any time and at any stage.

3. **Application fees** and forms are to be submitted as per details given below:

- Fees for Principal, Assistant Professor, and Non-teaching staff:

Principal	Assistant Professor	Librarian	Non-teaching staff	IT Professional	DTP Operator-cum-Graphic Designer
Rs. 3000/-	Rs. 2000/-	Rs. 1500/-	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-

- The prescribed fee should be paid through Demand Draft **payable at Ranchi** in favour of "Yogoda Satsanga Mahavidyalaya".
- Fees once paid will not be refunded under any circumstances.

4. **Procedure for applying:**

- A. Application forms have to be downloaded as available on the College website: [www.ysmranchi.net/appointments.php](http://www.ysmranchi.net/appointments.php) along with the present advertisement, within the prescribed time limit.
- B. Duly completed application forms, along with the **Demand Draft** as applicable to the respective posts and **self-attested copies of supporting documents** (including those relevant to the API scores) and two passport size photographs should reach **Yogoda Satsanga Society of India, Paramahansa Yogananda Path, Ranchi –**

**834001, Jharkhand by 24 February 2018** (28 February 2018, for Assistant Professor (Philosophy)), through **registered post** or **speed post only**.

- C. No other mode of payment than Demand Draft will be accepted.
  - D. Please mention clearly on the envelope containing the application: "Application for the post of \_\_\_\_\_."
  - E. Candidates are required to provide valid email ID and mobile number.
  - F. **Interview call letters will be sent to the shortlisted candidates through email only.** Candidates are required to regularly keep up with their emails after applying.
  - G. Applications with incomplete information or without requisite fee shall be rejected.
  - H. The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy of testimonials /certificates with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted along with the application form.
5. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents sent with the application. In case the information/documents are found to be false/incorrect by way of any omission or commission, the responsibility shall lie solely with the applicant who shall be liable for action as per law.
6. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer along with the Application Form. Candidates may also submit the same at the time of interview in case they would not manage to obtain the same while applying.
- 7. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.**
8. Canvassing in any form will be treated as a disqualification.
9. Applications which do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
10. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the application and uploading self-certified copies/ testimonials.
11. The College shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/ information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Secretary (Governing Body) reserves the right to modify/withdraw/cancel any communication made to the applicant.

13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Secretary (Governing Body) shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
14. No TA/DA shall be paid to the candidates for attending interview.
15. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
16. Last date of submission of application is as indicated in the present advertisement uploaded on the University website.
17. In case of any dispute, legal jurisdiction will be Ranchi.

**Secretary, Governing Body**



# Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004  
(Ranchi University)

## DTP Operator-cum-Graphic Designer

Applications are invited in the prescribed Application Form available on the College website [www.ysmranchi.net/appointments.php](http://www.ysmranchi.net/appointments.php), from eligible candidates for appointment to the post of DTP Operator-cum-Graphic Designer in the College. **The post is purely non-sanctioned and contractual.**

The last date for receipt of application is 24 February 2018 or within 30 days from the date of publication of the advertisement in the national and local dailies, whichever is later.

For details, please visit the College website.

### Educational Qualifications:

1. The aspirants should have completed graduation in preferably in computer designing related fields. S/he should have a qualification in one of the following fields:
  - a. Bachelor of Fine Arts (BFA): Graphic Design
  - b. Bachelor's degree with certification in Graphics Designing/Visual Arts or related fields
2. Candidates should have good working knowledge of Photoshop and Coral Draw
3. Efficiency in MS-Office especially MS-Excel, MS-Word, and MS-Powerpoint, and ability to produce quality documents are pre-requisites.
4. Good typing speed and accuracy, with 40 wpm in English and 30 wpm in Hindi
5. Candidates having relevant experience will be preferred.

### JOB REQUIREMENT:

Printed materials, such as books, newspapers, magazines, brochures and advertising, need to be well designed and laid out to make them attractive and easy to read. DTP (desktop publishing) operators use DTP software and photo-imaging software to put together text and illustrations and present them in a form suitable for printing and publishing.

The work may involve:

- Using DTP software to produce a layout for each page of the publication
- Selecting formatting, such as the size and style of type, column width and spacing
- Selecting and checking colours
- Scanning and editing photographs and other images.
- Producing graphics such as diagrams, charts and tables
- Re-sizing design elements to fit the page
- Making sure images are positioned near the relevant portion of text
- Making sure that each page, and the document as a whole, is uncluttered and well balanced
- Using electronic publishing technologies, such as Hypertext Markup Language (HTML) to convert documents to an internet-ready format.

A DTP operator should:

- Have excellent computer skills and knowledge
- Be creative, with an eye for good design
- Be able to prioritise a varied workload
- Work well under pressure and to strict deadlines
- Enjoy doing artistic work.

**Secretary (Governing Body)**