# 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 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 that 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**

**IT Professional**

Applications are invited in the prescribed Application Form available on the College website www.ysmranchi.net/appointments.php, from eligible candidates for appointment to the post of IT Professional 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:**
The aspirants must have completed graduation or post-graduation in the IT related fields. S/he should have a qualification in one of the following fields:
**A) A four-year degree and/or a Post-graduate degree** in:
- Computer Science
- Computer Applications
- Information Technology
- Electronics and Telecommunications
- Electronics and Communication
- Electronics
- Electronics and Instrumentation
- Or a graduate having passed DOEACC 'B' level or similar course

**B)** Candidates having done certification courses in the relevant field (in addition to their degree), such as Linux, Unix and Cisco, will be given preference.
C) Candidates should have minimum of 3 years of relevant experience in handling IT related work.

**JOB REQUIREMENT:**

IT Professionals monitor and maintain the computer systems and networks of an organisation. They could be installing and configuring computer systems, diagnosing hardware and software faults and solve technical and applications problems, either over the phone or in person.
Depending on the size of the organisation, working as an IT Professional, their role may span one or more areas of expertise.
Organisations increasingly rely on computer systems in all areas of their operations and decision-making processes. It's therefore crucial to ensure the correct running and maintenance of the IT systems.

Job titles may vary as follows:
- Computer Networks (responsible for installing, configuring and maintaining the computers)
- Applications support specialist
- Help desk operator (direct user assistance)
- Maintenance engineer
- Technician

**RESPONSIBILITIES:**

IT Professionals, as technical support officers are mainly responsible for the smooth running of computer systems and ensuring users get maximum benefits from them. Individual tasks vary depending on the size and structure of the organisation, but generally they need to:

- Abiding by the College IT Policy, implement IT systems and procedures
- Provide ERP/MIS solutions, as adopted by the College
- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Replace parts as required
- Provide support, including procedural documentation and relevant reports
- Follow diagrams and written instructions to repair a fault or set up a system
- Support the roll-out of new applications
- Set up new users' accounts and profiles and deal with password issues
- Respond within agreed time limits to call-outs
- Work continuously on a task until completion
- Prioritise and manage many open cases at one time
- Rapidly establish a good working relationship with customers and other professionals, such as software developers
- Test and evaluate new technology
- Conduct electrical safety checks on computer equipment.

**SKILLS REQUIRED:**

- The ability to think logically
- A good memory of how software and operating systems work
- Excellent listening and questioning skills, combined with the ability to interact confidently with clients to establish what the problem is and explain the solution
- The ability to work well in a team
- Problem solving skills
- A strong focus on quality
- The ability to prioritise your workload
- Attention to detail.

**Secretary (Governing Body)**