



20.08.2022

Advt. No. F.4/DBC/NTS/Adv./01/2022/01

Online applications are invited for the following permanent Non-Teaching posts :-

S.No.	Name of the Post	Pay Scale	No. of Post(s)	UR	SC	ST	OBC	EWS	PwBD	Age Limit
1	Senior Personal Assistant	Pay Level-7	01	01	-	-	-	-	-	35 yrs.
2	Senior Assistant	Pay Level-6	01	-	-	-	-	-	01-HI	30 yrs.
3	Junior Assistant	Pay Level-2	03	03	-	-	-	-	-	27 yrs.
4	Senior Technical Assistant (Computers)	Pay Level-6	01	-	-	-	01	-	-	30 yrs.
5	Museum Curator	Pay Level-5	01	01	-	-	-	-	-	30 yrs.
6	Workshop Mechanic	Pay Level-5	01	01	-	-	-	-	-	30 yrs.
7	Laboratory Assistant- Botany	Pay Level-4	01	-	-	-	-	-	01-LD	30 yrs.
8	Laboratory Assistant-Chemistry	Pay Level-4	01	-	-	-	01	-	-	30 yrs.
9	Laboratory Attendant- Bio-Chemistry	Pay Level-1	01	01	-	-	-	-	-	30 yrs.
10	Laboratory Attendant- Botany	Pay Level-1	07	04	-	-	02	01	-	30 yrs.
11	Laboratory Attendant-Chemistry	Pay Level-1	04	-	01	01	01	-	01-SLD	30 yrs.
12	Laboratory Attendant- Physics	Pay Level-1	04	02	-	01	01	-	-	30 yrs.
13	Laboratory Attendant- Zoology	Pay Level-1	09	05	01	-	02	01	-	30 yrs.
14	Library Attendant	Pay Level-1	05	04	-	01	-	-	-	30 yrs.
	Total		40	22	02	03	08	02	03	



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Abbreviation : UR-Unreserved, SC-Schedule Caste, ST-Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PwBD- Persons with Benchmark Disability, HI-Hearing Impairment, LD- Locomotor Disability including Leprosy Cured, Dwarfism, Acid attack victims, Cerebral Palsy and Muscular Dystrophy and SLD- Specific Learning Disability.

- Candidates fulfilling the eligibility criteria may apply online through the link provided on the college website: <https://dunt.uod.ac.in> Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the college, in case they require any assistance in filling up the application form.
- College reserves the right to fill or not to fill the above mentioned post(s). The number of posts may increase or decrease as per DU/ UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/ UGC norms.
- The application fees are Rs. 1000/- for UR/ OBC/ EWS category and Nil for SC/ST/PwBD and Women candidates. Payment should be made online while filling and submitting the application form. The fee is non-refundable.
- A separate application form has to be submitted for each post.
- The last date of submission of online application form is **21** days from the date of publication of this advertisement in the Employment News.
- Those who are in service should apply through proper channel.
- The candidates are instructed to carefully read the eligibility criteria along with the general instructions before applying.
- **The recruitment of the above mentioned posts will be subject to the approval of the UGC and University of Delhi.**
- Any addendum/ corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

Rejo Aggarwal

Principal



Qualifications:

For Sr. No.1: Senior Personal Assistant:

Essential:

1. A Bachelor Degree from a recognized university.
2. At least 03 years of experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/ Educational Institution recognized by the Government.
3. Skill test norms:
 - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
 - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail communication etc.

Desirable:

1. Degree/Diploma in Computer Application / Science
2. Diploma in Office Management and Secretarial Practice
3. Knowledge of service rules applicable for Central Government establishments.

For Sr. No.2: Senior Assistant:

Essential:

Graduate or Post- Graduate from a recognized University in any discipline with working knowledge of computers.

For Sr. No.3: Junior Assistant:

Essential:

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.



For Sr. No.4: Senior Technical Assistant (Computers):

Essential:

B.E./ B.Tech in Computer Science/Computer Engineering/Computer Technology/Information Technology/
Electronics/Electrical/Electronics & Communications

OR

M.Sc (Computer Science) or MCA with 01 year experience in programming and Database management or
Network administration in a research/ Educational institute or commercial/service industry establishment
of repute.

For Sr. No.5: Museum Curator (Botany & Zoology):

Essential:

Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field.

Or

Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject.

Or

Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of
work experience in Laboratory related work.

For Sr. No.6: Workshop Mechanic (Physics):

Essential:

Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field.

Or

Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject.

Or

Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of
work experience in Laboratory related work.

For Sr. No.7 & 8 Laboratory Assistant:

Essential:

Should have passed Senior Secondary (10+2) or an equivalent examination with relevant subject.

Or

Graduate with relevant subject.



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For Sr. No.09 to 13: Laboratory Attendant:

Essential:

Should have passed 10th or an equivalent examination with science subject from recognized board.

For Sr. No.14: Library Attendant:

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science / Library & Information Science from a recognized institution.

Desirable

Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

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GENERAL INSTRUCTIONS:

1. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitment to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for Non-Gazetted posts of Group 'B' Category and all such equivalent posts in the light of DOPT OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.

Accordingly, selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.

2. The recruitment of the above mentioned posts will be subject to the approval of UGC & University of Delhi.
3. Candidates are required to appear in written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.
4. All posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
5. In accordance with the orders issued by the Central Government and adopted by the University, the upper age-limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Benchmark Disability, Ex-Servicemen, and other specified categories.
6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement, provided they have rendered at least three years of regular service in the University of Delhi and its Colleges.
7. The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less, provided they have rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous Bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years of regular service in the same or allied field.
8. The upper-age limit shall also be relaxable for those who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them. Onetime exemption is available to those who have put in at least one year of service, as per the University of Delhi rules.
9. The upper age limit for the posts advertised shall be determined as per the last date of submission of applications.
10. All candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of application submission.
11. Application fee should be submitted through online mode only as per the details given below:-



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Category	Fee
UNRESERVED/OBC/ EWS	₹ 1000/- (for each application)
No Application fee shall be charged from SC/ST/PwBD candidates.	
No Application fee shall be charged from Women Candidates of all categories as per rules of University of Delhi. Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016.	

Fees once paid shall not be refunded under any circumstances.

- Candidates belonging to SC/ST/OBC/ EWS and PwBD categories should keep an attested copy of certificates issued by Competent Authority in the prescribed format as stipulated by the Government of India. Candidates of OBC category carry a certificate specifying their non-creamy layer status. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those in defense service should submit a certificate from a Competent Authority regarding their relieving services.
- It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If the candidate is found to be ineligible as per the prescribed qualification, experience, etc., at any stage in the future - during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled / terminated as per rules.
- Candidates belonging to SC/ ST/ OBC/ EWS and PwBD categories should mention their category specifically in their applications attach certificate of proof issued by the competent authority.
- Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
- The number of unreserved / reserved posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
- Applications which do not meet the eligibility criteria given in this advertisement and/or incomplete applications will be summarily rejected.
- Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
- The number of posts advertised may vary, and the college reserves the right not to fill up some or all of the posts advertised, if the circumstances so warrant.
- The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in. Only such persons would be eligible for reservation in services / posts under VI / LD / HI categories who suffer from not less than 40% of disability.
- Candidates called for written test/skill test etc. shall do so at their own expense. No TA/DA shall be paid.
- Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.



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23. A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
24. All future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct and should check their email (including spam) & college website on a regular basis. The College would not be responsible for any delay in information due to technical reasons.
25. Admit Cards will not be sent by Post. Eligible candidates may download their admit card from the college website (www.deshbandhucollege.ac.in)
26. Applications received with incomplete information or without requisite fees shall be rejected.
27. 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 the documents submitted by the candidates are false, or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
28. 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 the right to modify/cancel/withdraw any communication made to the candidate.
29. The eligible and interested applicants are required to apply online. The link is available on the college website www.deshbandhucollege.ac.in . Candidate may keep a copy of his/ her form for future reference.
30. In order to avoid last minute rush, the candidates are advised to apply early enough. College will not be responsible for any network problem or any other such issue.

Rejo Aggarwal

Principal