

DESHBANDHU COLLEGE  
(UNIVERSITY OF DELHI)  
KALKAJI, NEW DELHI-110019

**Advertisement for Non-Teaching posts**

Applications in the Prescribed Form are invited from eligible candidates for the following regular Non – Teaching posts(s). The details of the posts, number of vacancies, qualifications, pay band with grade pay, procedure for filling vacancies etc. are given under:

S.No.	Name of the Post	Pay Scale (Pay band+ Grade Pay)	No. of Post(s)	*UR	SC	ST	OBC	Age Limit
1	Administrative Officer	PB-3 Rs.15600-39100+GP Rs.5400	01	01	-	-	-	35 yrs.
2	Junior Assistant	PB-1 Rs.5200-20200+GP Rs.1900	01	01	-	-	-	27 yrs.
3	Museum Curator	PB-1 Rs.5200-20200+GP Rs.2800	01	01	-	-	-	27 yrs.
4	Professional Assistant	PB-2 Rs.9300-34800+GP Rs.4200	01	01	-	-	-	35 yrs.
5	M.T.S. (Laboratory & Library Attendant)	PB-1 Rs.5200-20200+GP Rs.1800	31*	17**	04	03	07	27 yrs.

**Abbreviations** : UR-Unreserved, SC-Schedule Caste, ST-Schedule Tribe, OBC- Other Backward Class, PwD- Person with Disability (having disability of at least 40%), OH- Orthopedically Handicapped, HH- Hearing Handicapped

**Note:**

- 1) **\*MTS Laboratory Attendant 03 Posts out of the vacancies mentioned above is to be reserved for PwD (2 OH and 1 HH) category.**
- 2) **\*\*MTS Library - 02 posts**
- 3) **Application fee : (through demand draft in favour of The Principal, Deshbandhu College, payable at Delhi**

Category	Fee (Rs.)
UR/ OBC	250/-
SC/ST	100/-
PwD	Nil

- 4) **No printed form other than the form prescribed by the college will be accepted and considered.**
- 5) **Application form and details regarding qualifications and experience etc are available at the Deshbandhu College website [www.deshbandhucollege.ac.in](http://www.deshbandhucollege.ac.in)**
- 6) **Last date for submission: within 21 days from the date of its publication.**
- 7) The college reserves the right to increase or decrease the number of posts advertised and/or not to fill up any of the above positions.
- 8) Any corrigendum/addendum shall be notified on the college website only.

O.S.D. (Principal)

## **Essential Qualification for Non-Teaching Posts**

### **Administrative Officer**

#### **Essential:**

1. Good academic record plus Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

#### **Desirable:**

1. At least three year experience in supervisory or equivalent cadre in a Group B post in a government department / University/ Educational or Research Institution / Teaching and / or Research experience along with proven administrative capabilities.
2. L.L.B. or M.B.A. or CA/ICWA or MCA or M.Phil / Ph.D qualification.

**Maximum Age Limit:** 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

### **Junior Assistant**

#### **Essential:**

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/ Institution with at least 50% marks or a graduate from a recognized University, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.  
Or  
Graduate Degree in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.
2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

### **Museum Curator**

#### **Essential Qualification**

1. B.Sc. (Biology group) having adequate familiarity with herbarium and museum technique.

**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

### **Professional Assistant (Library)**

#### **Essential**

1. M.Lib.Sc./M.L.I.Sc. Or equivalent with 50 % marks  
Or  
Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./B.L.I.Sc. with 50% marks

2. Computer Science paper at Graduate / PG Level or Six months Computer Science course from a recognized institution.  
**Maximum Age Limit:** 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

(a) **M.T.S. Laboratory Attendant**

1. Should have passed matriculation (10<sup>th</sup>) or an equivalent examination with science subjects from recognized Board.  
**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

(b) **M.T.S. Library Attendant**

1. Passed 10<sup>th</sup> 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.

**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

**General Conditions:**

1. Application form and details regarding qualifications are available at the Deshbandhu College website [www.deshbandhucollege.ac.in](http://www.deshbandhucollege.ac.in)
2. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview. The selection shall be based on the performance of the candidate in the written test and interview.
3. The upper age limit prescribed for direct recruitment shall be relax-able in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the College.
4. The upper age-limit shall also be relax-able up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years 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.
5. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the cases of departmental candidates, provided they have rendered at least three years regular service in the University/College.
7. Candidates belonging to SC/ ST/ OBC/ Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post

& services under Government of India. An Ex-serviceman candidates 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) in the time of interview. Those who are still in defense service should submit a certificate from a competent authority that they will be relieved from defense services.

8. Candidates should possess the prescribed educational qualifications and experience as on the closing date of application.
9. Mere fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the test/ interview, as applicable.
10. Candidates serving in Government/ Public Sector Undertakings (including Boards) are required to send their applications through proper channel.
11. No correspondence or personal enquires shall be entertained by the College.
12. Canvassing in any form will be treated as disqualification.
13. Applications which do not meet the criteria given in this advertisement &/ or incomplete applications are liable to be summarily rejected.
14. 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.
15. Relaxation of any of the qualifications or experience may be made in exceptional cases on the recommendations of the Selection Committee.
16. The number of 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.
17. Application duly complete in all respects along with Demand Draft in favour of **The Principal, Deshbandhu College** must reach the college within 21 days from the date of advertisement in an envelope super scribed as "Application for the post of ( name of the post applied for)".