दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
DELHI COLLEGE OF ARTS & COMMERCE
(दिल्ली विश्वविद्यालय)
(University of Delhi)
नेताजी नगर, नई दिल्ली – 110023
Netaji Nagar, New Delhi – 110023
Website: http://dcac.du.ac.in

The College invites applications on the attached prescribed form for the following posts purely on Contractual Basis.

S.No.	Name of Post	No. of post	Age	Qualification
1.	Sr. Technical Assistant (Computer) Consolidated salary of Rs.19,800/-	UR - 01	35 Years	**Educational Qualification Required:** **Essential:** A. MCA or M.Sc. (Computer Science / IT) from a recognized University / Institute with one year experience OR B. Tech. / B.E. (Computer Science / Information Technology / ECE) or Equivalent degree with one year experience in relevant area.
2.	Assistant Consolidated salary of Rs.15,800/-	UR - 03	30 Years	**Educational Qualification Required:** **Essential:** A. A Graduate from a recognized University in any discipline with working knowledge of Computers. AND B. Diploma/Certificate of minimum six 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. C. Minimum two years of Administrative Experience.

3.	**Library Assistant** Consolidated salary of Rs.15,800/-	UR - 01	30 Years	**Educational Qualification Required:** **Essential:** A. Passed Sr. Secondary or equivalent examination conducted by State Board of Education / University / Govt. Recognized institutions. B. Certificate in Library Science / Library and Information Science from a recognized institution. C. Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized institution.
4.	**Junior Assistant (JACT)** Consolidated salary of Rs.15,800/-	UR – 02 PWD(OH) - 01	27 Years	**Educational Qualification Required:** **Essential:** A. 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. B. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
5.	**Library Attendant - M.T.S.** Consolidated salary of Rs.11,000/-	SC – 01 OBC – 02 UR - 01	27 Years	**Educational Qualification Required:** **Essential:** A. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution. B. Certificate in Library Science / Library and Information Science from a recognized institution.

				Desirable: Computer as a subject at Secondary Level or Basic Course in computers from any Institution.
6.	**Computer Lab Attendant - M.T.S.** Consolidated salary of Rs.11,000/-	UR - 01	27 Years	**Educational Qualification Required:** **Essential:** A. Should have passed Senior Secondary (10th) or an equivalent examination with science subjects.

UR-Unreserved, OBC – Other Backward Class, SC- Scheduled Caste, ST-Scheduled Tribe, PWD-Person with Disability, H.H.- Hearing Handicapped, OH-Orthopedically Handicapped

Application on prescribed form along with self attested copies of all relevant certificates should reach to **OSD-Principal, Delhi College of Arts & Commerce, University of Delhi, Netaji Nagar, New Delhi – 110 023** by Speed Post on or before **30.05.2016**. The list of applicants who are required to appear for the written test and typewriting test will be uploaded on the website of the College i.e. dcac.du.ac.in. No separate communications will be sent to individual applicant for the tests.

The result of tests and date of interview will be notified on the website of the College as well as on the notice board of the College.

Relaxation in case of SC, ST, OBC, PwD and other candidates from University of Delhi system in respect of Age/test score/educational qualification, etc. will be given in accordance with the rules of University.

The College reserves the right to change the No./Nature of posts or not to fill any post.

O.S.D-PRINCIPAL

Copy to :

1. **College Website College**
2. **College Notice Board**
3. **University of Delhi Website**

Delhi College of Arts & Commerce

(University of Delhi)
Netaji Nagar, New Delhi-110023
Tel: 011-24109821, Fax: 011-26882923

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Affix Your

Passport Size

Photograph here

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Application for the post of _____

Category _____

(do you belong to Scheduled Caste/ Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) if yes, please indicate and attach a photocopy)

1. Name: _____

2. Father's Name: _____ Mother's Name: _____

3. Date of Birth (in figures): _____ (in words): _____

4. Age _____ Years _____ Months _____ Days (as on date: _____) Male/Female: _____

5. Postel Address: _____

    _____

    Tel: _____ Moblie No.: _____ Email: _____

6. Last Educational Qualifications: _____

7. Typing Speed (English) _____ wpm, Hindi _____ wpm,   Shorthand Speed _____

8. Computer Course (Minimum 6 month): _____

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Signature of the Applicant

Place: _____

Date: _____