

Senior Technical Assistant (Computer)**Total Post: 01****(PB-2) 9300 – 34800 + 4200 G.P.****Essential:**

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.

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

Professional Assistant**Total Post : 01(O. H. PWD)****(PB-2) 9300 – 34800 + 4200 G.P.****Essential :**

M. Lib. Sc. / MLI Sc. or equivalent with 50% marks.

or

Masters in degrees in Arts/ Science / Commerce or any other discipline with minimum 50% marks and B.

Lib. Sc. / B. L. I .Sc. with 50% marks

Computer Science paper at graduate level or PG level or six months computer course from any recognized institute.

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

Senior Assistant**Total Post : 01**

Group C, Ministerial

PB-2 Rs.9300-34800 + 4200(GP)**Essential:**

Graduate with minimum 50% marks or Post Graduate with minimum 50% Marks from a recognized University in any discipline with working knowledge of computers, and Diploma/Certificate of minimum 6 months duration in Computer. Application/Office Management/Secretarial Practice/Financial Management / Accounts or equivalent discipline.

Or

Graduate Degree with minimum 50% marks in computer application/office Management/Secretarial Practice/Financial Management / Accounts or equivalent discipline from a recognized University.

Minimum 4 years of Administrative Experience GC).

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

Semi-Professional Assistant (SPA)**Total Post : 01****(PB-1) 5200 – 20200 + 2800 G.P.****Essential:**

Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks. or

B.Lib.Sc / B.L.I.Sc with 50% Marks.

Course in Computer Applications at Graduate or PG Level or 6 months Computer course from a recognized institution.

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

Assistant**Total Post : 01**

Group C, Ministerial

(PB-1) 5200 – 20200 + 2400 G.P.**Essential:**

A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline

Or

Graduate Degree in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University

b) Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC)

Library Assistant**Total Post : 02****(PB-1) 5200 – 20200 + 2000 G.P.****Essential:**

Passed Sr. Secondary or equivalent examination conducted by State Board of Education / University / Govt. recognized institutions.

Certificate in Library Science / Library and Information Science from a recognized institution.

Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized institution.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC)

Junior Assistant**Total Post : 04**

Group C, Ministerial

(PB-1) 5200 – 20200 + 1900 G.P.**Essential:**

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 Applications / 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) Computer typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi.

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

M. T. S. – Laboratory Attendant**Total Post : 17 [15+2(PWD) V.H. (L.V.), H.H.]****(PB-1) 5200 – 20200 + 1800 G.P.****Essential:**

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized Board .

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any institution.

M.T.S. – Library Attendant**Total Post : 05 (4 +1 PWD O.H.)****(PB-1) 5200 – 20200 + 1800 G.P.****Essential:**

Passed 10th or equivalent examination from any State Education Board or Government recognized institution

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)

M.T.S. – Lab. Attendant (Computer)**Total Post : 01****(PB-1) 5200 – 20200 + 1800 G.P.****Total Post: 01****Essential:**

Should have passed **Matriculation (10th) or an equivalent** examination with science subjects from a recognized Board

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 INSTRUCTIONS TO THE CANDIDATES:

1. The earlier advertisement published in News Paper / D.U / College website on 05.08.2013, 03.09.2014 20.09.2014 & 08.01.2016 respectively regarding filling up the vacant posts of the Non-teaching staff may be treated as cancelled. Those who had already applied may apply afresh.

2. **Selection for the above posts shall be based on performance of the candidates in the written test / typing test etc. As per Delhi University notification No. CS-III/149/Circular/2016/1285 dated 02.01.2017(Discontinuation of interview for recruitment at all the Junior level post(s) for group-C, group-D, and Non-gazetted post(s) of group-B in the University and its Colleges/Institutions.**

3. All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi / U.G.C. from time to time.

4. As per approved PWD Roster the post of Professional Assistant has been identified for O. H. (Ortho Handicapped) having disability.

5. Out of the Seventeen posts of Lab. Attendant, two posts is reserved Visually Handicapped (Low Vision) having disability of at least 40% and Hearing Handicapped (HH) having disability of at least 40%. **No writer shall be allowed for HH category candidates.**

6. As per approved PWD Roster the post of Library Attendant has been identified for O. H. (Ortho Handicapped) having disability.

7. The candidate or/and writer will have to execute an Undertaking at the Examination Center, providing information in respect of the writer (maximum qualification, etc. before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.

8. Note for Points No. 2, 8 & 9:

The PwD candidate can be from any reserved category (SC / ST / OBC) or unreserved category and will be placed in the appropriate category viz. SC / ST / OBC / UR in reservation roster for adjustment against current vacancies or in future.

9. The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

10. Upper age limit for persons with disabilities shall be relaxable: by ten years (15 years for SC / ST and 13 years for OBC) in case of direct recruitment to Group 'C' posts;

11. 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 that they have rendered at least three years regular service in the University and its constituent Colleges.

12. The upper-age limit shall also be relaxable in respect of persons who are already working on contract / daily wages / ad-hoc basis in the Delhi University / Colleges to the extent of the services rendered by them. This is a one time exemption available to those who have put in at least one year of service.

13. The upper age limit for the posts advertised shall be determined as on the last date of online submission of applications, i.e.

14. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application, i.e.

15. Candidates belonging to SC / ST / OBC / PWD categories should keep ready attested copies of the certificates issued by the competent authority in the prescribed format as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the creamy layer section. 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 who are still in defense services should submit a certificate from a competent authority that they will be relieved from defense services.

16. 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 it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.

17. All the candidates who are applying for more than one post are required to fill up separate online application forms.

18. Candidates belonging to SC / ST / OBC and Physically Handicapped categories should mention their category specifically in their applications and attach certificate of proof issued by the competent authority.

19. 3% seats are reserved for PWD category. The candidates applying under PWD 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 VH / OH / HH categories who suffer from not less than 40 percent of disability.

20. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.

21. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application.

22. 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.

23. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.

24. All expenses for appearing in written test/s, typing test or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA / DA shall be paid.

25. Please note that all future correspondence regarding the date of written examination/s, typing test, etc. shall be uploaded on the college website only or/and sent to the mobile No. provided by the candidates. Candidates should ensure that the mobile No. provided by them is correct in all respects. The candidates should check college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.

26. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his / her services shall be liable to be terminated without prejudice to any other action initiated by the college.

27. 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.

28. Those in service should apply through proper channel. He/She is required to produce the "No Objection" certificate (NOC) at the time of, if selected

29. The college reserve the right to change the nature and/or number of post(s) advertised or all the above post(s) without any assigning any reason thereof.

30. Application fee should be submitted through online mode only as per the details given below:-

<u>Category</u>	<u>Fee `</u>
UR / OBC	250/-
SC / ST	100/-
PWD	Nil