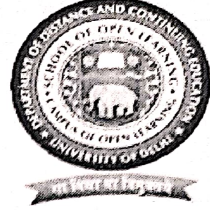


दूरस्थ एवं सतत शिक्षा विभाग
Department of Distance and Continuing Education
मुक्त शिक्षा विद्यालय / School of Open Learning
दिल्ली विश्वविद्यालय, दिल्ली 110007
University of Delhi, Delhi - 110007
फोन Phone-27666777, 27662766



Ref. No. SOL/Est.II/2025/ _____

Dated 16.07.2025

ADVERTISEMENT

Applications are invited from eligible candidates for the following posts on Deputation/Contract basis:

1. Section Officer - 1 (On deputation) - Level - 07

Officers holding analogous post on regular basis or with three years regular service in Pay Level 6 or equivalent in the Central State Govt. universities or autonomous organisations and possessing Bachelor's degree from recognized University/Institute.

2. Personal Assistant - 1 (On Contract) - Rs. 35400+DA

Essential:

1. A Graduate from recognized University.
2. Two years experience as Stenographer or equivalent in Central State Govt. Organizations. University Research Institution or Central State autonomous Institution reputed private institutions of repute. (The candidate shall be judged for proficiency in Stenography in English or Hindi with minimum speed of 100 wpm. (b) Proficiency in Typing in English Hindi with minimum speed of 35-30 wpm respectively and (c) acknowledge of Computer Applications.

Desirable:

1. Proficiency in English Hindi and good communication skills.

Skill Test Norms on Computer

Dictation : 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English 55 minutes Hindi.

3. Hindi Translator - 1 (On Contract) - Rs. 35400+DA

Essential:

1. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.
OR
Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.
OR
Master's degree of a recognized University in any subject other than Hindi or English, with hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level.
OR
Master's degree of a recognized University in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level.
OR
Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.
AND

Gay

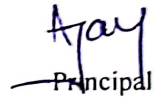
Recognized Diploma or Certificate Course in translation from Hindi to English & Vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking/reputed publication house. Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognized board.

Desirable:

- i) Ph.D. in Hindi from a recognized University.
- ii) Knowledge of Sanskrit and/or any Modern Indian Language.
- ii) Experience of organizing Hindi Classes or workshops for noting and drafting.
- iii) Administrative/ Publication House experience.

Guidelines for the above posts on Deputation/Contract basis:

1. Only shortlisted candidates will be called for Interview/Personal interaction wherever necessary.
2. No objection Certificate is required from the parent organization for the post of Section Officer.
3. No. TA/DA will be paid for the interview.
4. Age Limit will be as per Government/University norms and Age Relaxation will be as per Government/University norms.
5. The Principal, School of Open Learning, University of Delhi reserves the right to fill/not to fill the above posts.
6. Eligible candidates may send their resume on recruitment@sol.du.ac.in.
7. The last date of receiving applications is 31.07.2025.


Principal