



KIRORI MAL COLLEGE: DELHI

(University of Delhi)

North Campus, Delhi – 110007

Phone: 011-71219044

Website: www.kmc.du.ac.in

Ref.No.KMC/Adm.23-24/Non-teaching Posts/001 dated 02.09.2023

Online Applications are invited for the below mentioned posts on the prescribed format available at www.kmc.du.ac.in. Candidates are required to fill the online form and pay the requisite fee.

The last date for receipt of application is within 21 days from the date of publication of the advertisement i.e. **23.09.2023**.

S. No.	Name of the Post	Pay Level	Max. Age	No. of Posts / Category
1.	Librarian	Academic Pay Level-10	-	01 (UR)
2.	Senior Personal Assistant to the Principal	Pay Level-07	35 years	01 (UR)

- **UR: Unreserved**

The candidates are instructed to carefully read the eligibility criteria along with the General instructions to fill the application form.

Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the Candidates to monitor the same.

02 September 2023

**Sd/-
Prof. Dinesh Khattar
Principal**

The details with regard to Qualifications, Pay Level and Experience are as under:-

01. Librarian	Academic Pay Level - 10
Essential Educational & other qualification	<p>(i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)</p> <p>(ii) A consistently good academic record, with knowledge of computerization of a Library.</p> <p>(iii) Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>Provided that the, candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D., candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges/Institutions subject to the fulfilment of the following conditions:</p> <p>(a) The Ph.D degree of the candidate has been awarded in the regular mode.</p> <p>(b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>(c) Open Ph.D viva voice of the candidate has been conducted;</p> <p>(d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a referred journal.</p> <p>(e) The candidates has presented at least two papers based on his/her Ph.D work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or nay similar agency.</p> <p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.</p> <p>(ii) NET/SLET/SET shall not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>

	<p>(iii) All the candidates will be required to appear for the written examination to shortlist the candidates for direct recruitment of Librarian as per E.C. Resolution No.44 & 45 dated 08.12.2022. The scheme of examination for the post of Librarian is enclosed.</p> <p>(iv) The final selection is based on the performance of the candidates in the interview.</p>
02. Senior Personal Assistant to the Principal	Pay Level – 07
Age limit	35 years
Essential Educational & other qualification	<p>1. A Bachelor Degree from a recognized University.</p> <p>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.</p> <p>3. Skill test norms</p> <p>(a) Dictation: 10 minutes at an average speed of 100 w.p.m.</p> <p>(b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.</p> <p>(c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.</p> <p>Desirable:</p> <p>1. Degree/Diploma in Computer Application/Science.</p> <p>2. Diploma in Office Management and Secretarial practice.</p> <p>3. Knowledge of service rules applicable for Central Government establishments.</p> <p>Note:</p> <p>1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.</p> <p>2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.</p> <p>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p>

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected.
2. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application.
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. There would be a relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC(NCL)/PWD category.

However, SC/ST/OBC (NCL)/PwBD candidates who apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates who are eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

6. The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
7. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed 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 organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.
8. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).
The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in atleast one year of service.
(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).
9. The upper age limit for the posts advertised shall be determined as on the last date of submission of applications, i.e. **23.09.2023**.
10. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application, i.e. **23.09.2023**.
11. 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.

12. 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.
13. All the candidates who are applying for more than one post are required to fill up separate application forms.
14. 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.
15. All expenses for appearing in written test/s, practical or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA / DA shall be paid.
16. **Please note that all future correspondence regarding the date of written examination/s, 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 in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.**
17. 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.
18. 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.
19. Application fees and forms are to be submitted as per details given below:
 - Application Fee is Rs.500/- for UR/OBC category.
 - No application fee will be charged from applicants from SC, ST, PwBD, and Women Applicants.
 - Fees once paid will not be refunded under any circumstances.
- Candidates should download the Admit card from the college website and bring it with them on the day of the test. A link to download the Admit card will be available on the college website after the last date of submission of the application form.
- The candidates should bring with them a proof of identity - Pan Card, Voter Card, Driving License, Aadhar Card, etc. & a passport size photograph.
- Candidates are advised to reach the Test Centre 45 minutes before the scheduled time.
- Use of mobile phones and other electronic devices in the examination hall is strictly prohibited.
- All the candidates are being called for the written test but the final eligibility of their candidature shall be decided as per the qualification prescribed by the University in this regard. The candidates who do not meet the prescribed requirement on age, educational qualifications, experience, etc. will not be considered for selection.

02 September 2023

Sd/-
Prof. Dinesh Khattar
Principal

Scheme of Examination for Direct Recruitment to the post of Librarian

Scheme of Examination to shortlist the candidates for direct recruitment of Assistant Librarian / Deputy Librarian in the University and College Librarian in colleges.

It is hereby notified that in accordance with the Executive Council Resolution No.44 dated 08.12.2022 following shall be the scheme of examination for shortlisting of candidates for direct recruitment of Assistant Librarian / Deputy Librarian, in the University and its Colleges.

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 400 marks (100 questions)
Total Marks		400 marks

*45 minutes extra would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category

B. Test components:

TEST COMPONENTS		DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Concepts, Practices, Rules and Regulations Pertaining to the Universities, Other Higher Educational Institutions and Regulatory Authorities	Part – I 30	120
(ii)	Domain Knowledge and Knowledge about Management of Digital Libraries, E-resources, Institutional Repository, Research Data and Research Metrics like h-index and impact factor, Research and Publication Ethics	Part – II 70	280
TOTAL		100	400

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.

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2. All the questions shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cutoff for qualifying the written test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category.
 3. If the number of candidates qualifying the written test is more, then a minimum of 30 candidates for the first vacancy and 15 candidates for every additional vacancy, in each category, shall be called for interview in order of their ranks in the merit list prepared on the basis of result of the written test.
 4. The marks awarded to the candidates in the written test shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.

Scheme of Examination for Direct Recruitment to the post of Senior Personal Assistant to the Principal

Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

A. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3 hours	
		MARKS	
	Descriptive Type	200	
	TOTAL	200	

B. Syllabus:

Paper - I:

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non- verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of English/Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

C. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper- I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.