

ZAKIR HUSAIN DELHI COLLEGE

(UNIVERSITY OF DELHI)

Jawaharlal Nehru Marg, New Delhi - 110002

Tel.: 011-23232218, 23232219, 23233420, Fax : 011-23215906

Website: www.zakirhusaindelhicollege.in

email: zakirhusaindelhicollege@gmail.com



जाकिर हुसैन दिल्ली कॉलेज

(दिल्ली विश्वविद्यालय)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - 110002

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Accredited Grade 'A' by NAAC

Advt. No.ZHDC/001/2023

Online applications are invited for the following Permanent Non-teaching posts

S. No.	Name of the post	Pay Level	No. of Post	UR	OBC	SC	ST	EWS	PwBD*
1.	Sr. Personal Assistant	Academic Level-7	01	01	-	-	-	-	-
2.	Sr. Assistant	Level-6	01	-	-	-	-	-	1 (VI)
3.	Jr. Assistant-cum-Typist	Level-2	05	01	02	01	-	01	-
4.	Laboratory Assistant (Chemistry)	Level-4	02	-	01	-	01	-	-
5.	Laboratory Attendant	Level-1							
	Botany		05	04	01	-	-	-	-
	Chemistry		06	01	01	01	01	01	01 (OBD)
	Physics & Electronics		03	02	-	-	-	01	
	Psychology		01	-	01	-	-	-	-
	Zoology		04	01	01	01	01	-	-
6.	Library Attendant	Level-1	05	-	02	-	01	01	1 (HI)

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section, VI – Visually Impairment including Blindness & low vision, LD- Locomotor Disability including leprosy cured, dwarfism, acid attack victims, cerebral palsy and muscular dystrophy, HI- Hearing impaired, OBD – Other Benchmark Disability (ASD-M, MoD), ID, SLD, MI

- The application fee is Rs.1000/- for UR/OBC/EWS applicants
- No application fee is applicable for PwBD/SC/ST/Women applicants
- Fees once paid shall not be refunded under any circumstances.
- Candidates fulfilling the eligibility criteria may apply online the link provided on the college website www.zakirhusaindelhicollege.ac.in Persons with Benchmark Disabilities (PwBD) may approach the help desk set up at the college, in case they require any assistance in filling up the application forms.
- For more details, please visit the College website www.zakirhusaindelhicollege.ac.in
- **Any addendum/corrigendum shall be posted only on the College website.**
- **The last date of submission of online application form is 21 days from the date of publication of this advertisement in the Employment News.**

N. S. Singh
PRINCIPAL



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निम्नलिखित स्थाई गैर-पिक्षण पदों के लिए ऑन लाईन आवेदन पत्र आमंत्रित किए जातें हैं

क्र. सं.	पद का नाम	वेतन स्तर	रिक्त पदों की संख्या	अनारक्षित	अ. पि.व.	अ. जा.	अ.ज. जा.	ई.डब्ल्यू. एस.	पी.डब्ल्यू. बी.डी.
1	वरिष्ठ निजी सहायक	वे.स्तर-7	01	01	-	-	-	-	-
2	वरिष्ठ सहायक	वे.स्तर-6	01	-	-	-	-	-	1(VI)
3	कनिष्ठ सहायक सह टंकक	वे.स्तर-2	05	01	02	01	-	01	-
4	प्रयोगशाला सहायक (रसायन)	वे.स्तर-4	02	-	01	-	01	-	-
5	प्रयोगशाला परिचर	वे.स्तर-1							
	वनस्पति विभाग		05	04	01	-	-	-	-
	रसायन विभाग		06	01	01	01	01	01	1(OBD)
	भौतिकी एवं इलेक्ट्रॉनिक्स विभाग		03	02	-	-	-	01	-
	मनोविज्ञान विभाग		01	-	01	-	-	-	-
	जूलोजी विभाग		04	01	01	01	01	-	-
6	पुस्तकालय परिचर	वे.स्तर-1	05	-	02	-	01	01	1(HI)

किसी भी श्रेणी (अनारक्षित/अ.पि.व./अ.जा./अ.ज.जा./आ.रु.पि.वर्ग/ई.डब्ल्यू.एस.) का पी.डब्ल्यू.बी.डी. उम्मीदवार आवेदन कर सकता है।

अनारक्षित, अ.जा.-अनुसूचित जाति, अ.ज.जा.-अनुसूचित जन जाति, अ.पि.व.-अन्य पिछड़ा वर्ग, ई.डब्ल्यू.एस.-आर्थिक रूप से पिछड़ा वर्ग, VI-अंधापन एवं कम दृष्टि सहित दृश्य हानि, HH-सुनने में कठिनाई, HI-श्रवण दोष, OBD-अन्य मानक विकलांगता (ASD-M, MoD), ID, SLD, MI

- सामान्य/अन्य पिछड़ा वर्ग एवं ई.डब्ल्यू.एस. श्रेणी के आवेदकों के लिए आवेदन शुल्क रु. 1000/- है।
- अ. जा./अ.ज.जा./विकलांग एवं महिला आवेदकों के लिए आवेदन निःशुल्क है।
- एक बार जमा किया गया आवेदन शुल्क किसी भी परिस्थिति में वापिस नहीं किया जाएगा।
- पत्रता मानदंडों को पूरा करने वाले आवेदक कॉलेज की वेबसाइट www.zakirhusaindelhicollege.ac.in पर दिए गए लिंक पर ऑनलाइन आवेदन कर सकते हैं। यदि बेंचमार्क विकलांगता वाले व्यक्तियों को आवेदन पत्र भरने में किसी सहायता की आवश्यकता हो तो वे कॉलेज में स्थापित हेल्प डेस्क से सम्पर्क कर सकते हैं।
- अधिक जानकारी के लिए कॉलेज की वेबसाइट <http://www.zakirhusaindelhicollege.ac.in> का अवलोकन करें।
- कोई भी संशोधन/षुद्धिपत्र केवल कॉलेज की वेबसाइट पर पोस्ट किया जाएगा।
- ऑनलाइन आवेदन पत्र जमा करने की अंतिम तिथि रोजगार समाचार में इस विज्ञापन के प्रकाशन की तिथि से 21 दिन तक होगी।

N Singh
(प्राचार्य)



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General Note:

01. The candidates applying under PwBD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC/EWS for the purpose of computing the reservation.
02. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by 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
03. Out of Total posts 4% posts are reserved for PwBD candidates.
04. Candidates fulfilling the eligibility criteria may fill the online application form available on the college website www.zakirhusaindelhicollege.du.ac.in. Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the College in case they require any assistance in filling up the application form.
05. 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.
06. The upper age-limit as prescribed for direct recruits shall not be insisted upon in 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 at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificates from the University or the concerned college where the applicant has served).
07. The upper age-limit and minimum educational qualification for the posts shall be determined as on the last date for submission of application.
08. 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 / University / affiliated or constituent colleges under the University / Public Sector Undertakings.
09. The upper age-limit prescribed for direct recruitment shall be relaxed in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, 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 University.



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10. The relaxation in upper age limit for employees working in University/ Colleges on Temporary/Ad-hoc/Contract basis will be as per rules of University of Delhi.
11. The candidates already in service must apply through proper channel.
12. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
13. Separate application has to be submitted for each post.
14. Consequent upon adoption of self-certification provisions as required by the Government of India, the College shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/ documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidates.
15. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the college reserves the right to modify/withdraw/cancel any communication made to the applicant.
16. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc., may not be undertaken at the time of recruitment examination/test. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc., and satisfy themselves that they are eligible as per advertisement published/uploaded by the College before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the College.
17. Applicants must not furnish any particulars that are false, tampered or fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
18. Any addendum/ corrigendum shall be posted on the College website only.
19. Incomplete application in any form will be rejected.
20. Canvassing, in any form or on behalf of the candidate will be a disqualification.
21. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.



N Singh
(Prof. Narendra Singh)
Principal

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QUALIFICATIONS

1. **Senior Personal Assistant** : Pay Level - 07

Essential

1. A Bachelor Degree from a recognized University
2. At least 03 years of experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/University/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.
3. Skill test norms :
 - (a) Dictation : 10 minutes at an average speed of 100 w.p.m.
 - (b) Transcription : 40 minutes (English) or 55 minutes (Hindi) on computer.
 - (c) Computer proficiency viz typing skill, Word Processing, Spread Sheet, Internet, email communication etc.

Desirable

1. Degree/diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial Practice.
3. Knowledge of service rules applicable for Central Government establishments.

Note

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and other formalities as prescribed by the D.U. from time to time.
2. The scheme of the examination including weightage of marks for written test and skill test, etc., as prescribed by the D.U. from time to time.

Maximum Age Limit

35 Years (age relaxation will be allowed as per the guidelines of the D.U./U.G.C.)





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2. **Senior Assistant** : Pay Level - 06

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

Maximum Age Limit

30 Years (age relaxation will be allowed as per the guidelines of the D.U./U.G.C.)

3. **Junior Assistant cum Typist** : Pay Level - 02

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. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Maximum Age Limit: 27 Years

27 Years (age relaxation will be allowed as per the guidelines of the D.U./U.G.C.)

4. **Laboratory Assistant** : Pay Level - 04

Essential:

Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject OR Graduate with relevant subject.

Note

1. All the candidates for direct recruitment will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in written test/Practical test and other formalities as prescribed by the D.U. from time to time.
2. The scheme of the examination including weightage of marks for written/practical test, etc., as prescribed by the D.U. from time to time.

Maximum Age Limit

30 Years (age relaxation will be allowed as per the guidelines of the D.U./U.G.C.)



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5. Laboratory Attendant : Pay Level - 01

Essential:

Should have passed 10th or an equivalent examination with Science from recognized board.

Note

1. All the candidates for direct recruitment will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in written test/Practical test and other formalities as prescribed by the D.U. from time to time.
2. The scheme of the examination including weightage of marks for written/practical test, etc., as prescribed by the D.U. from time to time.

Maximum Age Limit

30 Years (age relaxation will be allowed as per the guidelines of the D.U./U.G.C.)

6. Library Attendant - Pay Level-01

Essential:

1. Passed 10th 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:

1. Computer as a subject at Secondary level or Basic course in Computers from any Institution
2. Knowledge of Urdu/Arabic/ Persian

Maximum Age Limit

30 Years (age relaxation will be allowed as per the guidelines of the D.U./U.G.C.)



Nishant
(Prof. Narendra Singh)
Principal

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Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. ZHDC/01/2023** available on the college website <https://zakirhusaindelhicollege.ac.in> and confirm their eligibility with regard to qualification/experience/age etc. before submitting the online application form.

The link for the online application will be activated w.e.f. **23-12-2023** and the last date for submission of application will be **12-01-2024** Applicants are advised to go to link given below for filling up online application form.

Link for filling up the application form : <https://dunt.uod.ac.in>

