

## **EDUCATIONAL & OTHER QUALIFICATION(S), REQUIRED FOR DIRECT RECRUITMENT**

### **1. ADMINISTRATIVE OFFICER (VACANT POST(S): 1–UR)**

#### **Essential:**

Good academic record plus Master's degree with at least 55% of marks or its equivalent grade of B in UGC seven point scale (5% relaxation in marks for SC/ST category and 5% relaxation in marks for PwD category).

#### **Desirable:**

1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/ University/Educational or Research Institution/Teaching and /or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

#### **Note:**

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts and finance /Project management/ HR/ Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to education administration, the selection being based on the performance of the candidates in written test and interview.
4. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
5. All the direct recruits should possess working knowledge of computers.

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

### **2. SENIOR ASSISTANT (VACANT POST(S): 1–PwD)**

#### **Essential:**

1. Graduate with minimum 50% or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificates 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.

2. Minimum 4 Years of Administrative Experience.

**Note:**

1. The incumbent is expected to work under the Supervision of Section Officer or Administrative Officer. He/ She should possess an aptitude for drafting /Noting in English, Office procedure, Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ Housekeeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.

2. 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.

3. The scheme of the examination including weightage of marks for written test, as prescribed by the University from time to time with the approval of the Executive Council in this regard.

4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment and before completion of probation period.

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

**3. JUNIOR ASSISTANT (VACANT POST(S): 3 (1-UR, 1-OBC & 1-SC))**

**Essential:**

1. 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.

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

**Note:**

1. The incumbent is expected to work under the close supervision of Section Officer or Administrative Officer. He should possess an aptitude for drafting/noting in English, office procedure, Date processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ General Administration/ House Keeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project management/ Public Relations.

2. 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.

3. The scheme of the examination including weightage of marks for written test, as prescribed by the University from time to time with the approval of the Executive Council in this regard.

**Age Limit:** 27 Years (Age relaxation will be allowed as per the guidelines of University of Delhi)

#### **4. SEMI PROFESSIONAL ASSISTANT (VACANT POST(S): 1–UR)**

**Essential:**

1. Graduate in Arts/Science/Commerce or any other discipline or any higher qualification with 50% marks.
2. B.Lib. Sc./B.L.I.Sc. with 50% marks.
3. Course in computer application at Graduate or PG level or 6 months Computer course from a recognized institution.

**Note:** The incumbent is generally expected to undertake the following duties:

1. Membership and Circulation Work: Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/ Recalling/ Issuing of reminder of books, text books and other documents; Collection of overdue charges; preparation of no dues/ clearance certificates; Maintenance of Inter library loans transaction records.
2. Acquisition Work: Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books confirmed order; filing of purchase orders; Bill preparation for payment; Certifying the Bills; Maintenance of Bill registers and expenditure register, Accessioning of Books; Transfer of books and other documents for technical processing.
3. Performing Data Entry operations;
4. Periodicals Work: Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations, Registering the current issues of periodicals (manual and computerized); downloading and uploading periodicals data. Reminders for non-receipt of periodicals; Preparing bills for payment of subscription/ adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding;
5. Performing the Scanning jobs and attending to e-mails;
6. Technical Processing Work: Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required.
7. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders.

8. Preparing the list of document for weeding out;
9. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection.
10. Assist in Reference / Referral services;
11. Library Services to users with special needs;
12. Performing the stock verification.
13. Secretarial Work: Data entry, operations; noting drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; staff salaries; other miscellaneous payments, stores, personal records, leave records etc.
14. Performing Morning, evening and holiday duties;
15. All other such jobs as may be assigned from time to time.

**Note:** All the recruits will be required to appear in a written /skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test.

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

**5. M.T.S. – LABORATORY ATTENDANT (VACANT POST(S): 8 (1-UR, 3-OBC, 2-SC, 2-PwD))**

**Essential:**

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

**Note:** All the direct recruits will be required to appear in written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test.

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