

Advt.No:NT/2013-14/1215

Dated: - 09.01.2014

Applications are invited on prescribed format for the following non-teaching posts, so as to reach in the College office on or before 14th Feb.2014.

<u>Name of post</u>	<u>No.of Post(s)</u>	UR	SC	ST	OBC
Administrative Officer	01	01	-	-	-
Senior Technical Assistant (Computer)	01	01	-	-	-
Senior Personal Assistant	01	01	-	-	-
Senior Assistant	01	01	-	-	-
Junior Assistant/Caretaker	*05	03	-	01	01
Laboratory Assistant.	07	05	01	-	01
Prof.Asstt.	01	01	-	-	-
Semi.Professional Assistant	01	01	-	-	-

*One post of Jr.Asstt./Caretaker is reserved for P.w.D. category.

Cond..P/2

Other Details

Administrative Officer

Age Limit-35 years

Scale of Pay PB-3Rs.15600-39100+5400(G.P.)

Educational and other qualification

Essential:-

Good academic record plus Masters 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)

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/liase 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.

Sr.Technical Assistant(Computer)

Age limit-35yrs

Scale of Pay-PB-2Rs.9300-34800+G.P.Rs.4200/-

Educational and others qualification

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.

Note

All the direct recruits 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 the written/practical test and interview.

Senior Personal Assistant

Age Limit-35 yrs

Scale of pay PB-2Rs.9300-34800+G.P.Rs.4600

Educational and other qualification

Essential

- 1.A Bachelor Degree from a recognized University.
- 2.At least three years post qualification 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.
- 3.Skill test norms
 - (a)Dictation: 10mts@ 100 w.p.m.
 - (b)Transcription:40 mts.(English) or 55 mts.(Hindi) on computer.
 - (c)Computer proficiency viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail 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 establishment.

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 interview.
2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time.
3. The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/She will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointment, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He/She will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/She will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.
4. Some of the more specific functions are enumerated in the manual of Office procedure of Government of India.

Senior Assistant

Age Limit-30 yrs

Scale of pay PB-2 Rs.9300-34800+G.P.Rs.4200

Educational and other qualification

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.

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 and office procedure in a computerized environment and is expected to handle 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 and interview.

3.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.

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 before completion of probation period.

Junior Assistant /Caretaker

Age Limit-27 yrs

Scale of Pay PB-1Rs.5200-20200+G.P.Rs.1900

Educational and other qualification

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

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge or operation of latest packages relating to pay roll, Accounts, MIS etc.
2. Diploma in Office Management and Secretarial Practice.

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, Data 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 and interview.

3.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.

Laboratory Assistant

Age limit 30 yrs

Scale of Pay PB-1 Rs.5200-20200+G.P.Rs.2000

Educational and other qualification

Essential:

Should have passed Senior Secondary(10+2)or an equivalent examination with Science subjects with 50% marks. Or B.Sc. Graduates

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 and interview.

Professional Assistant

Age limit-35 yrs

Scale of pay PB-2 Rs.9300-34800+G.P.Rs.4200

Educational and other qualifications

Essential:

M.Lib./M.L.I.Sc. Or equivalent with 50% marks

Or

Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./B.L.I.Sc. with 50% marks

2.Computer Science paper at graduate/PGLevel or six months computer science course from a recognized institution.

Semi Professional Assistant

Age limit-35 yrs

Scale of pay PB-1Rs.5200-20200+G.P.Rs.2800

Educational and other qualifications

Essential

1. Graduate in Arts/Science/Commerce or any other Discipline or any other 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.

General Note

1. All the above posts will be filled as per the Recruitment Rules of University of Delhi.
2. Relaxation in upper age limit will be considered as per the rules of University of Delhi.
3. Candidates belonging to SC/ST/OBC and PwD Categories should mention their category specifically in their application form and attach certificate(s) of the proof issued by the Competent Authority.
4. The Central List of OBC will be considered for the recruitment of OBC(Non-Creamy Layer) candidates.
5. Application form can be downloaded from the college website <http://dsc.du.ac.in>
6. Separate application form be submitted for each post.
7. The College reserves the right to change the nature and /or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof
8. Fee for each application in form of Demand Draft in favour of Principal, Dyal Singh College, Lodi Road, New Delhi-3 is as under
 - a) General and OBC category Rs.250/-
 - b) SC/ST Category Rs.100/-
 - c) PwD Category No fee required

Applications strictly in prescribed format, complete in all respect, together with requisite certificates and testimonials must reach the Principal Dyal Singh College, Lodi Road, New Delhi-3 on or before 14th Feb.2014.

(Dr.I.S.Bakshi)

Principal