

Delhi College of Arts & Commerce

University of Delhi

Netaji Nagar, New Delhi - 110023

Website: <http://dcac.du.ac.in>

ADVT. No. DCAC/NT-01/2014

31.03.2014

Online applications are invited from the eligible candidates for appointment to the following permanent posts of non-teaching staff:

S. No.	Name of Post	UR	OBC	SC	ST	PWD	Max. Age	Pay Band	Grade Pay
1.	Administrative Officer	02	-	-	-	-	35	(PB-3) Rs.15600 -39100	Rs. 5400
2.	Section Officer	01	-	-	-	-	35	(PB-2) Rs. 9300 -34800	Rs. 4600
3.	Sr. Technical Assistant (Computer)	01	-	-	-	-	35	(PB-2) Rs. 9300-34800	Rs. 4200
4.	Professional Assistant Library	-	-	-	-	01 (HH)	35	(PB-2) Rs. 9300-34800	Rs. 4200
5.	JLIA/Library Assistant	01	-	-	-	-	30	(PB-1) Rs. 5200-20200	Rs. 1900
6.	Junior Assistant (JACT)	01	02	-	-	01-(OH)	27	(PB-1) Rs. 5200-20200	Rs. 1900
7.	M.T.S.-Library Attendant	-	02	01	-	-	27	(PB-1) Rs. 5200-20200	Rs. 1800
8.	M.T.S.-Computer Lab. Attendant-	01	-	-	-	-	27	(PB-1) Rs. 5200-20200	Rs. 1800

UR-Unreserved, OBC – Other Backward Class, SC- Scheduled Caste, ST-Scheduled Caste, PWD-Person with Disability, H.H.- Hearing Handicapped, OH-Orthopedically Handicapped

NOTE:

1. Application Forms and other details regarding terms and conditions, eligibility, qualification, age, etc. can be seen / downloaded from the College Website <http://dcac.du.ac.in>
2. The Application Forms duly completed in all respects (by hand / post) along with Demand Draft of Rs.200/- for General and OBC Category and Rs.100/- SC/ST/PwD in favour of The Principal, Delhi College of Arts & Commerce should reach the office of the undersigned latest by 21.04.2014.
3. Those in service should apply Through Proper Channel.
4. The College has right to change the number or nature of posts or not to fill up any posts.

O.S.D-Principal

SR. NO.1 - POST : ADMINISTRATIVE OFFICER

Educational Qualification Required:

Essential:

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

Desirable:

1. At least three year 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. L.L.B. or MBA or CA/ ICWA or MCA or M.Phil/ P.h.D qualification.

Selection Process:

Direct

Recruitment:-

The following shall be the scheme of Examination, components of written test and its syllabus etc. for the posts in the common cadre of **Administrative Officer** by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality
Objective Type (150 questions)	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type	Time: 2 hours	Max. marks allowed: 150 marks	
Total Marks (150+150+150)			450 marks

II. Components of Written Test

COMPONENTS		DURATION	
		NO. OF QUESTIONS	MARKS
(A)	Test of General Studies	150	150
(B)	Educational Administration and Management	--	150
TOTAL			300

Note:

1. The questions shall generally be on the minimum qualification level.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Section-A and Section-B of the test components.
4. Answer script of Section-B of a candidate would be evaluated only if he qualifies in Section-A of test components.
5. The candidates may write Section-B of written test either in English or Hindi.

III. Syllabus:

Section A: Test of General Studies (Objective Type)

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability. Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Section B: Educational Administration and Management (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, Basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology(ICT) and other modern technologies in the University system.

IV. Personality Test / Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extracurricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

SR. NO.2 - POST : SECTION OFFICER

Educational Qualification Required:

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks 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.

2. Minimum 6 Years of Administrative Experience.

Desirable:

Preference will be given to candidates holding professional qualification like L.L.B. or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter) / ICWA (Inter).

Note:

1. The incumbent is expected to work under the close supervision of 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/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 prescribe by the University from time to time with the approval of the Executive Council in this regard.
4. All direct recruits should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

SR. NO.3 - POST : SENIOR TECHNICAL ASSISTANT (COMPUTER)

Educational Qualification

Required: Essential:

1. 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.

Selection Process:

Candidates are required to appear in a written/ practical test to adjudge the 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.

SR. NO.4 - POST : PROFESSIONAL ASSISTANT (LIB.)

Educational Qualification Required:

Essential:

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

OR

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

2. Computer Science paper at Graduate / PG level or Six months Computer Science course from a recognized institution.

Selection Process:

By Direct Recruitment-

The following shall be the scheme of Examination. Components of written test and its syllabus etc. for recruitment to the post of Professional Assistant by direct recruitment:

A. Scheme of the Examination:

B.

Written Test			Interview/Personality Test
Objective Type (150 questions) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 Marks

B. Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application in Library and Information Science and aptitude in General English, Mathematical Ability and Computers.

C. Descriptive type: The questions will be designed to test the ability of the candidate's knowledge and awareness in Library and Information Science, and recent development in the field and on the following subjects.

Knowledge and application of Library and Information Science Procedures, rules & Regulations.

Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. Personality Test/ Interview:

The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

SR. NO.5 - POST : LIBRARY ASSISTANT / ILIA

Educational Qualification Required:

Essential:

Direct recruitment:-

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education / university / Govt. recognized institutions.
2. Certificate in Library Science / Library and Information Science from a recognized institution.
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized institution.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Junior Library and Information Assistants/Library Assistants by the direct recruitment:

A. Scheme of the Examination:

Written Test			Interview/ Personality Test
Paper-I	Time: 1 hour	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Paper-II	Time: 1 hour	Max. marks allowed:	
Total Marks (150+100+50)			300 marks

1. English Comprehension: Quantitative aptitude and reasoning ability (Mathematical), General Awareness will be of Secondary or equivalent level.
2. The Library and Information Science will be of Certificate in Library and Information Science level.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

C. Personality Test/ Interview: The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/ knowledge, communication and problem solving skills and overall personality etc.

SR. NO.6 - POST : JUNIOR ASSISTANT/JACT

Essential Qualification

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.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Junior Assistant and equivalent by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. Marks allowed
Paper-I	Objective Type General Awareness etc. (150 questions)	2 hours	150
Paper-II	Essay & Comprehension test	1 hours	100
Interview			50
Total Marks			300

B. Test Components:

Paper - I	TEST COMPONENTS	Duration : 2 hours	
		No. of	Marks
i.	Test of General Awareness	40	40
ii.	General Intelligence and Reasoning ability	40	40
iii.	Arithmetical & Numerical Ability	30	30
iv.	Test of Language English or Hindi	40	40
TOTAL		150	150

Paper - II	TEST COMPONENTS	DURATION : 1½	
		MARKS	
Essay & Comprehension & letter		100	
TOTAL		100	

Candidates are required to qualify the typing test also

C. Syllabus: Paper I:

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

(iii) Arithmetical and Numerical 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.

(iv) Test of Language English or Test of Language 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:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extracurricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each paper i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

Desirable:

1. Degree/Diploma in Computer Application / Science and knowledge of operation of latest packages relating to payroll, 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. He/She should possess an aptitude for drafting / noting in English, Office Procedure, Data Processing in a Computerized services in one or more functions related to Educational Administration/ Examinations/ 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, typing test and interview.

3. The scheme of the examination including weight age of marks for written test and interview etc. as prescribed by the University from time to time the approval of the Executive Council in this regard.

SR. NO.7 - POST : LIBRARY ATTENDANT - M. T. S.

Educational Qualification

Required: Essential:

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution.
2. Certificate in Library Science / Library and Information Science from a recognized institution.

Desirable:

Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of M.T.S. Library by the direct recruitment:

A. Scheme of the Examination:

Written Test				Interview/ Personality Test
Paper-I	Objective Type General Awareness etc. (75 questions)	Time: 1 hour	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Paper-II	Descriptive Type	Time: 1 hour	Max. marks allowed: 100 marks	
Total Marks (150+100+50)				300 marks

- A. Simple English, General Awareness and Mathematical Calculation of 8th standard
- B. General awareness / Library aptitude.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section i.e. Paper-I and Paper II of the test components.

4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

C. Personality Test/ Interview: The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication a problem solving skills and overall personality etc.

SR. NO.8 - POST : COMPUTER LAB. ATTENDANT - M. T. S.

Educational Qualification

Required: Essential:

Should have Passed Senior Secondary (10+2) or an equivalent examination with science subjects.

Selection Process:

Candidates are required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on performance of the candidates in the written test and interview.

General Instructions

1. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Exservicemen 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.
3. The upper age-limit shall also be relaxable 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 same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.
4. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges to the extent of service rendered by them one time exemption provided they have put at least one year of service.
5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.
6. The upper age limit for the post advertised shall be determined as on last date of submission of applications.
7. Application fee is to be deposited as per details given below:

S.No.	Category	Amount
1.	UR/OBC	Rs. 200/-
2.	SC/ST	Rs. 100/-
3.	PwD	Rs. 100/-

The payment can be made through demand draft drawn in favour of the **Principal, Delhi College of Arts & Commerce, payable at New Delhi**. Candidate should write his/her Name, Application No., Post applied and Mobile No. back side on the Demand Draft.

8. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. 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 defence service should submit a certificate from a competent authority that they will be relieved from defence services.
9. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.

10. Candidates serving in Government/Public Sector Undertakings (including Boards) are required to send their applications through proper channel.
11. Canvassing in any form will be treated as disqualification.
12. Applications which do not meet the criteria given in this advertisement & /or incomplete applications are liable to be summarily rejected
13. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
14. The number of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
15. Fees once paid shall not be refunded under any circumstances.
16. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
17. The College shall not be responsible for any delay/loss due to postal or technical reasons.
18. All candidates should have fulfilled the minimum eligibility on the date of application.
19. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
20. The candidates are instructed to carefully read the eligibility criteria. The applications received without complete information or without requisite fees shall be rejected.
21. The college shall verify the antecedents or documents submitted by a candidate 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 the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
22. Hard copy of the online application form along with self attested copies of all certificates and Bank Draft should reach the **Principal, Delhi College of Arts & Commerce, Netaji Nagar, New Delhi - 110 023** by Speed Post on or before 21-04-2014

O.S.D/PRINCIPAL