

# ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

## 1. LIBRARIAN

**(PB-3) 15600 – 39100 + 6000 A.G.P.**

**Total Post: 01**

### **Essential:**

- Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

### **Note:**

- I. The Candidates, 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) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian / College Librarian.

Provided further, the award of degree to candidates registered for the M. Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian / College Librarian subject to the fulfillment of the following conditions:-

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
- e) Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).

- II. A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

## 2. ADMINISTRATIVE OFFICER

**(PB-3) 15600 – 39100 + 5400 G.P.**

**Total Post: 01**

### **Essential:**

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:**

- I. 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.
- II. 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 discussion with senior functionaries and Academicians.
2. He/ She is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management/ HR/ Legal.
3. All the candidates for direct recruitment will be required to appear in written test to adjudge their ability of expression and knowledge of administrative aspects relating to educational administration, the selection being on basis of 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.

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

### **3. SENIOR ASSISTANT**

**(PB-2) 9300 – 34800 + 4200 G.P.**

**Total Post: 01**

**Essential:**

- a) Graduate/ Post Graduate with minimum 50% marks with working knowledge of computers and Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts

Or

Graduate Degree with minimum 50% marks in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts.

- b) Minimum 04 years of Administrative experience.

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

### **4. PROFESSIONAL ASSISTANT (LIBRARY)**

**(PB-2) 9300 – 34800 + 4200 G.P.**

**Total Post: 01**

**Essential:**

- a) 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% and B.Lib. Sc./ B.L.I. Sc. with 50% marks.

- b) Computers Science Paper at Graduate/ PG level or six months Computer Science Course from a recognized institution.

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

**5. SR. TECHNICAL ASSISTANT (COMPUTERS)**

**(PB-2) 9300 – 34800 + 4200 G.P.**

**Total Post: 01**

**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.

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

**6. SEMI PROFESSIONAL ASSISTANT (SPA-Library)**

**(PB-1) 5200 – 20200 + 2800 G.P.**

**Total Post: 01**

**Essential:**

- a) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
- b) B.Lib.Sc / B.L.I.Sc with 50% Marks.
- c) Course in Computer Applications at Graduate or PG Level or 6 months Computer course from a recognized institution.

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

**7. MUSEUM CURATOR (BOTANY + ZOOLOGY)**

**(PB-1) 5200 – 20200 + 2800 G.P.**

**Total Post: 01**

**Essential:**

Graduate having studied relevant subjects with two years experience in the relevant field or Post Graduate degree in relevant subject.

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

**8. ASSISTANT**

**(PB-1) 5200 – 20200 + 2400 G.P.**

**Total Post: 01**

**Essential:**

- a) A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline

Or

Graduate Degree in Computer Applications / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- b) Minimum 2 Years of Administrative Experience

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

## **9. LABORATORY ASSISTANT**

**(PB-1) 5200 – 20200 + 2400 G.P.**

**Total Post: 04**

### **Essential:**

- a) Should have passed Senior Secondary (10+2) or equivalent examination with Science subjects with 50% marks.

Or

Graduate with relevant subject.

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

## **10. JUNIOR ASSISTANT**

**(PB-1) 5200 – 20200 + 1900 G.P.**

**Total Post: 06**

### **Essential:**

- a) 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 Applications / 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.

- b) Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi typewriting through Computers.

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

## **11. MTS – LIBRARY ATTENDANT**

**(PB-1) 5200 – 20200 + 1800 G.P.**

**Total Post: 02**

### **Essential:**

- a) Passed Matriculation (10<sup>th</sup>) or equivalent examination from any State Education Board or Government recognized Institution.
- b) Certificate in Library Science / Library & Information Science from a recognized Institution.

**Desirable :** Computer as a subject at Secondary level or Basic course in Computers from any Institution.

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

## **12. MTS – LABORATORY ATTENDANT**

**(PB-1) 5200 – 20200 + 1800 G.P.**

**Total Post: 21**

### **Essential:**

- a) Should have passed Matriculation (10<sup>th</sup>) or equivalent examination with Science subjects from recognized board.

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

**13. MTS – LABORATORY ATTENDANT (COMPUTER)**

**(PB-1) 5200 – 20200 + 1800 G.P.**

**Total Post: 01**

**Essential:**

- a) Should have passed Matriculation (10<sup>th</sup>) or equivalent examination with Science subjects from recognized board.

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