

HANS RAJ COLLEGE: DELHI
(UNIVERSITY OF DELHI)
DELHI-110007

Applications are invited on the prescribed application forms for the following posts under the rules of University of Delhi from time to time.

S. No.	Name of post	No. of vacant position	UR	SC	ST	OBC	PWD
1.	Administrative Officer	01	01	-	-	-	-
2.	Sr. Assistant	01	01	-	-	-	-
3.	Assistant	01	01	-	-	-	-
4.	Jr. Assistant	07	05	01	-	01	-
5.	Museum Curator	01	01	-	-	-	-
6.	Laboratory Attendant	22	15	01	-	05	01 (HH)
7.	Librarian	01	-	-	-	-	01 (HH)
8.	Professional Assistant (Library)	01	-	-	-	-	01 (OH)
9.	Semi Professional Assistant (Library)	01	01	-	-	-	-
10.	Library Attendant	02	-	-	-	01	01 (VH)
11.	Sr. Technical Assistant (Computer)	01	01	-	-	-	-
12.	Laboratory Assistant	04	04	-	-	-	-

Note:

1. Candidates belonging to SC/ST/OBC and Physically Handicapped categories should mention their category specifically in their applications and attach certificate of proof from the competent authority.
2. 3% seats are reserved for PWD category. The candidates applying under PwD 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
3. The candidates already in service must apply through proper channel.
4. The College reserves its right not to fill any or all the post(s) advertised.
5. Application form may be obtained from the office of the College from 10:00 A.M. to 4:00 P.M. on or before the last date of submission on payment of Rs. 250/- for UR/OBC and Rs. 100/- for SC/ST category.
6. Separate applications have to be submitted for each post.
7. For qualifications & pay scales for posts please see the College website –www.hansrajcollege.co.in
- 8. The earlier advertisement dated 10.12.2013/15.12.2013 regarding filling up the vacant Non-teaching posts may be treated as cancelled. Those who have already applied should apply again as a fresh.**
9. Applications complete in all respect with self-attested copies of certificates, mark sheets, testimonials etc. must reach the Principal, Hans Raj College, University of Delhi, Delhi-110007 on or before 21 days from the date of publication of this advertisement.

Dr. Rama
ACTING PRINCIPAL

HANS RAJ COLLEGE : DELHI

Qualification and pay scales :

1. **Librarian** : **15,600 – 39,100 + 6,000 (GP)**
 - I. A 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.
 - II. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

2. **Administrative Officer** : **15,600 – 39,100 + 5,400 (GP)**

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.

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

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 there ability of expression and knowledge of administrative aspects relating to educational administration, the selection being basis on 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.

3. Assistant : 5,200 – 20,200 + 2,400 (GP)

Essential :

- I.** A Graduate 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 in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline from a recognized University.

- II.** Minimum 2 Years of Administrative Experience.

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

4. Jr. Assistant : 5,200 – 20,200 + 1,900 (GP)

Essential :

- I.** 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.

- II.** 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 extant guidelines of University of Delhi/UGC).

5. Sr. Technical Assistant (Computer) : 9,300 – 34,800 + 4,200 (GP)

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 extant guidelines of University of Delhi/UGC).

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.

6. Museum Curator (Botany + Zoology) : 5,200 – 20,200 + 2,800 (GP)

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 extant guidelines of University of Delhi/UGC).

Note:

B.Sc.(Biology group) having adequate familiarity with herbarium and museum techniques.

7. Professional Assistant (Library) : 9,300 – 34,800 + 4,200 (GP)

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% 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.

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

8. Semi Professional Assistant (Library) : 5,200 – 20,200 + 2,800 (GP)

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.

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

9. MTS – Library Attendant : 5,200 – 20,200 + 1,800 (GP)

Essential :

- I. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
- II. 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 extant guidelines of University of Delhi/UGC).

10. M.T.S. Laboratory Attendant : 5,200 – 20,200 + 1,800 (GP)

Essential :

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

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

Note:

All the direct recruits will be 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 the performance of the candidates in the written test and interview.

11. Senior Assistant : 9,300 – 34,800 + 4,200 (GP)

Essential :

- I. 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.

- II. Minimum 4 years of Administrative Experience.

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

12. Laboratory Assistant : 5,200 – 20,200 + 2,400 (GP)

Essential :

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

OR

B. Sc. Graduates.

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