

**DESHBANDHU COLLEGE
(UNIVERSITY OF DELHI)
KALKAJI, NEW DELHI-110019**

Advertisement for Non-Teaching Posts

Applications are invited in the prescribed form available on the college website from eligible candidates for the following regular Non-Teaching Post(s): -

| Sr.No. | Name of the Post | Pay Scale | No. of Post(s) | UR | SC | ST | OBC | PwD | Age Limit |
|--------|---------------------------------------|--------------------------------|----------------|----|----|----|-----|------------|-----------|
| 1. | Assistant (UDC) | PB-1 Rs.5200-20200 +GP Rs.2400 | 01 | 01 | - | - | - | - | 30 yrs. |
| 2. | Junior Assistant | PB-1 Rs.5200-20200 +GP Rs.1900 | 02 | 00 | - | - | 01 | 01 VH | 27 yrs. |
| 3. | Senior Technical Assistant (Computer) | PB-2 Rs.9300-34800+GPRs.4200 | 01 | 01 | - | - | - | - | 35 yrs. |
| 4. | MTS-Computer Lab | PB-1 Rs.5200-20200 +GP Rs.1800 | 01 | 01 | - | - | - | - | 27 yrs. |
| 5. | Professional Assistant | PB-2 Rs.9300-34800+GP Rs.4200 | 01 | 00 | - | - | - | 01 VH (LV) | 35 yrs. |
| 6. | Semi Professional Assistant | PB-1 Rs.5200-20200 +GP Rs.2800 | 01 | 01 | - | - | - | - | 35 yrs. |
| 7. | M.T.S. Library/ Library Attendant | PB-1 Rs.5200-20200 +GP Rs.1800 | 02 | 02 | - | - | - | - | 27 yrs. |
| 8. | Museum Curator | PB-1 Rs.5200-20200 +GP Rs.2800 | 01 | 01 | - | - | - | - | 27 yrs. |
| 9. | MTS-Laboratory/ Laboratory Attendant | PB-1 Rs.5200-20200 +GP Rs.1800 | 02 | 02 | - | - | - | - | 27 yrs. |

Abbreviation: UR-Unreserved, SC-Schedule Caste, ST-Schedule Tribe, OBC- Other Backward Class, PwD Person with Disability (having disability of at least 40%)-VH- Visually Handicapped

Last date for the receipt of the applications is two weeks from the date of publication of the advertisement in the Employment News. For details visit the college website: www.deshbandhucollege.ac.in.

Any addendum/corrigendum shall be posted only on the college website.

Sd/-
O.S.D. (Principal)

QUALIFICATIONS FOR NON-TEACHING

1. ASSISTANT :(PB-1) 5200 – 20200 + 2400 G.P.

Essential:

- a) A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 month's 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).

2. JUNIOR ASSISTANT: (PB-1) 5200 – 20200 + 1900 G.P.

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 month's 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).

3. SENIOR TECHNICAL ASSISTANT (COMPUTERS) :(PB-2) 9300 – 34800 + 4200 G.P.

Essential:

- a) MCA or M.Sc. (Computer Science/IT) from a recognized University / Institute with one-year experience.

Or

- b) 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).

4. MTS – COMPUTER LABORATORY (PB-1) 5200 – 20200 + 1800 G.P.

Essential:

- a) Should have passed Matriculation (10th) 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).

5. PROFESSIONAL ASSISTANT :(LIBRARY) :(PB-2) 9300 – 34800 + 4200 G.P.

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)

6. SEMI PROFESSIONAL ASSISTANT: (PB-1) 5200 – 20200 + 2800 G.P.

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.MTS LIBRARY– LIBRARY ATTENDANT (PB-1) 5200 – 20200 + 1800 G.P.

Essential:

- a) Passed Matriculation (10th) 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).

8.MUSEUM CURATOR (BOTANY + ZOOLOGY) (PB-1) 5200 – 20200 + 2800 G.P.

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).

9. MTS – LABORATORY ATTENDANT (PB-1) 5200 – 20200 + 1800 G.P.

Essential:

- a) Should have passed Matriculation (10th) 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).