ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS

1	**ADMINISTRATIVE OFFICER**	**Pay Level-10 (Pay Scale Rs. 56100-177500)**
Total Post: 01 (UR)

Essential:

Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

Desirable:

a) At least 03 years of 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.
b) LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

Note:

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).

2   LIBRARIAN: Academic Pay Level-10   **(Pay Scale Rs. 57700-182400)**
   Total Post: 01 (Reserved for HI category only)

Essential:

   a) 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.

   b) Qualified in the National Level Test (NET) conducted for the purpose by the UGC or any other agency approved by the UGC.

NOTE:

   1. 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) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET 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 the 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.

III   All the candidates for direct recruitment will be required to appear in the interview to adjudge their ability and knowledge relating to their work. The selection is based on the performance of the candidates in the interview.

2. SENIOR PERSONAL ASSISTANT   **Pay Level-07 (Pay Scale Rs. 44900-142400)**
Total Post: 01 (UR)

Essential:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of 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: 10 minutes at an average speed of 100w.p.m.
(b) Transcription: 40 minutes (English) or 55 minutes (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 establishments.

Note:
1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent 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 the boss or who have dealings with the boss as professional persons.
3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

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

4 SR. TECHNICAL ASSISTANT (COMPUTER) Pay Level-06 (Pay Scale Rs. 35400-112400)
Total Post: 01 (UR)

Essential:
B.E./B.Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics &Communications

OR

M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

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