Zakir Husain Delhi College (Evening)

(University of Delhi)
Jawaharlal Nehru Marg, New Delhi – 110002
Phone No.: 011-23231899   Fax: 011-23231780
College Website: http://zakirhusainpgeve.in/

Advt. No.ZHDCE/NTS/01/2016

Applications are invited for the following Permanent Non-teaching posts. The details of the posts, number of vacancies, qualification(s), pay band, procedure for filling vacancies etc. are given as under:-

S. No.	Name of the Post	Pay Band	Grade Pay	No. of Vacant Post(s)	UR	OBC	SC	ST	PwD
1.	Librarian	15600-39100	6000	01	01				
2.	Administrative Officer	15600-39100	5400	01					01 (VH)
3.	Senior Personal Assistant	9300-34800	4600	01					01 (OH)
4.	Senior Technical Assistant (Computer)	9300-34800	4200	01	01				
5.	Senior Assistant	9300-34800	4200	01	01				
6.	Assistant	5200-20200	2400	02	02				
7.	Junior Assistant	5200-20200	1900	03	01	01			01 (HH)
8.	MTS-Library	5200-20200	1800	04	03		01		
9.	MTS-Computer Lab	5200-20200	1800	01		01			

UR: Unreserved   OBC: Other Backward Classes

SC: Schedule Caste   ST: Schedule Tribe

PwD: Person with Disability

VH: Visually Handicapped   OH: Orthopedic Handicapped   HH: Hearing Handicapped

Application Fee:

- The application fee is **Rs.500/-** for General/OBC applicants and **Rs. 250/-** for SC/ST applicants. Application fee is payable only in form of Demand Draft in favour of the Principal, Zakir Husain Delhi College (Evening).
- No application fee is applicable for PwD applicants.
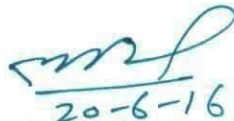- Fees once paid shall not be refunded under any circumstances.

General Note:

1. The candidates applying under PwD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.

2. 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. Out of Total posts 3% posts are reserved for PwD candidates.

4. The upper age-limit as prescribed for direct recruits in the schedule shall not be insisted upon in case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University.

5. The upper age-limit and minimum educational qualification for the posts shall be determined as on the last date for submission of application.

6. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies / University / affiliated or constituent colleges under the University / Public Sector Undertaking rendered at least three years regular service in the same or allied field.

7. 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), Physically Challenged, Ex-Servicemen 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.

8. The relaxation in upper age limit for employees working in University/Colleges on Temporary/Ad-hoc/Contract basis will be as per rules of University of Delhi.

9. The candidates already in service must apply through proper channel.

10. The College reserves its right not to fill any or all the post(s) advertised.

11. The College reserves the right to change the number and nature of posts.

12. Candidates are required to fill the Application Form available on the college website http://zakirhusainpgeve.in.

13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

14. Separate application has to be submitted for each post.

15. Candidates are required to attach self-attested copies of degrees, mark-sheets, experience certificates, testimonials, caste-certificate (where applicable), disability certificate (where applicable) etc. with application form and submit the same to the college office on any working day (Monday to Friday) between 3:00 PM to 8:00 PM or sent through Speed Post/ Registered Post to the college address. **The application form completed in all respect must reach the office of the Principal, Zakir Husain Delhi College (Evening), Jawaharlal Nehru Marg, New Delhi-110002 within 21 days from the date of publication of the last Advertisement.**

16. The College will not be responsible for any Postal delay.

17. No application shall be entertained through Email/Fax.

18. Consequent upon adoption of self-certification provisions as required by the Government of India, the College shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/ documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidates.

19. Any addendum/ corrigendum shall be posted on the College/ DU website only.

20. Incomplete application in any form will be rejected.

21. Canvassing, in any form or on behalf of the candidate will be a disqualification.

22. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid

20-6-16

Principal
Principal
Zakir Husain Delhi College (Evening
Jawahar Lal Nehru Marg, New Delhi-11000:

QUALIFICATIONS

LIBRARIAN

Essential Qualification:

1. 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.

2. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by UGC.

3. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree), Regulations 2009 or the subsequent Regulations, if notified by the UGC, shall be exempted from the requirement and appointment of the minimum eligibility condition of NET/SLET/SET.

    Further, the award of degrees to candidates registered for the M.Phil/PhD programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bylaws/ Regulations of the Institution awarding the degrees and the PhD candidates shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions 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) Candidate had published two research papers out of which at least one in a refereed journal from out of his/her Ph.D. work;
    (d) The candidate had presented two papers in seminars/conferences from out of his/her Ph.D. work;
    (e) Open Ph.D. viva-voce of the candidate had been conducted.

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

Desirable:

Knowledge of Urdu/Arabic/ Persian

ADMINISTRATIVE OFFICER

Essential Qualification:

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:

• 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.

• LLB or MBA or CA/ ICWA or MCA or M.Phil/ Ph.D. qualification.

AGE LIMIT: 35 YEARS

NOTE:

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidate in written test and interview.

2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University of Delhi from time to time.

3. All the direct recruits should possess working knowledge of computers.

SENIOR PERSONAL ASSISTANT

Essential Qualification:
1.   A Bachelor's degree from a recognized University.

2.   At least three years post qualification 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 mts @ 100 w.p.m.

   (b)   Transcription: 40 mts. (English) or 55 mts. (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 establishment

AGE LIMIT: 35 YEARS

NOTE:

1.   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, skill test and other formalities as prescribed by the University of Delhi from time to time.

2.   The scheme of the examination including weightage of marks for written test and skill test etc., as prescribed by the University of Delhi from time to time.

SENIOR TECHNICAL ASSISTANT (COMPUTER)

Essential Qualification:
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.

AGE LIMIT: 35 YEARS

NOTE:

1.   All the candidates for direct recruitment 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 written/practical test and other formalities as prescribed by the University of Delhi from time to time.

2.   The scheme of the examination including weightage of marks for written/practical test etc., as prescribed by the University of Delhi from time to time.

SENIOR ASSISTANT

Essential Qualification:
1. 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.

2. Minimum 4 Years of Administrative Experience.

AGE LIMIT: 30 YEARS

NOTE:

1. 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 other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.

ASSISTANT

Essential:
1. 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

2. Minimum 2 years of Administrative Experience.

AGE LIMIT: 30 YEARS

NOTE:

1. 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 other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.

3. All Direct recruits should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

JUNIOR ASSISTANT

Essential:
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.

AGE LIMIT: 27 YEARS

NOTE:

1.   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 other formalities as prescribed by the University of Delhi from time to time.

2.   The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.

MTS – LIBRARY

Essential:
1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.

2. Certificate in Library Science/Library & Information Science from a recognized institution.

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

2. Knowledge of Urdu/Arabic/ Persian

AGE LIMIT: 27 YEARS

NOTE:

1. All the candidates 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 other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.

MTS – COMPUTER LAB

Essential:
Should have passed Matriculation (10th) or an equivalent examination with Science subjects from Recognized Board

Desirable:
Computer as a subject at Secondary level or Diploma / Certificate of minimum 6 months duration in Computer Application

AGE LIMIT: 27 YEARS

NOTE:

1. All the candidates 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 other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.