EDUCATIONAL & OTHER QUALIFICATION(S), REQUIRED FOR DIRECT RECRUITMENT

| SENIOR ASSISTANT (VACANT POST(S): 1 (UR) |

Essential:

1. Graduate with minimum 50% or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificates 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.

Note:

1. The incumbent is expected to work under the Supervision of Section Officer or Administrative Officer. He/ She should possess an aptitude for drafting /Noting in English, Office procedure, Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ Housekeeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.

2. 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.

3. The scheme of the examination including weightage of marks for written test, as prescribed by the University from time to time with the approval of the Executive Council in this regard.

4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment and before completion of probation period.

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

2. JUNIOR ASSISTANT (VACANT POST(S): 5 (UR-2,OBC-1,EWS-1,ST-1)

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.

Note:

1. The incumbent is expected to work under the close supervision of Section Officer or Administrative Officer. He should possess an aptitude for drafting/noting in English, office procedure, Date processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ General Administration/ House Keeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project management/ Public Relations.

2. 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.

3. The scheme of the examination including weightage of marks for written test, as prescribed by the University from time to time with the approval of the Executive Council in this regard.

Age Limit: 27 Years (Age relaxation will be allowed as per the guidelines of University of Delhi)

3. MTS – LIBRARY (VACANT POST(S): 1 (OBC)

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.

3. 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/UGC).

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.

2. The scheme of the examination including weightage of marks for written test, as prescribed by the University from time to time with the approval of the Executive Council in this regard

Age Limit: 27 Years (Age relaxation will be allowed as per the guidelines of University of Delhi)