

**Indraprastha College for Women  
University of Delhi**

**Qualification for Non- Teaching Posts**

**Senior Personal Assistant**

**Essential Qualification**

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 100 w.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 Qualification**

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.

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

**Senior Assistant**

**Essential Qualification**

1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

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

### **Assistant**

#### **Essential Qualification**

1. A Graduate from a recognized University in any discipline with good working knowledge of computers.

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

### **Library Assistant**

#### **Essential Qualification**

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.
2. Certificate in Library Science/Library and Information Science from a recognized institution;
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized/registered Institution.

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

### **Junior Assistant**

#### **Essential Qualification**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

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

## **Library Attendant**

### **Essential Qualification**

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 Qualification**

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

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