

**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:**

**ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.**

Qualification and experience details are as under :-

1. **SENIOR ASSISTANT** : **9,300 – 34800 + 4,200 (GP)**

**Essential:**

(a) 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.

(b) Minimum 4 Years of Administrative Experience.

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

2. **PROFESSIONAL ASSISTANT (LIBRARY):** **9,300 – 34800 + 4,200 (GP)**

**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) Computer 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/UGC).

3. **SENIOR TECHNICAL ASSISTANT (COMPUTER) :** **9,300 – 34800 + 4,200 (GP)**

**Essential:**

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.

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

**Note:-** All the direct recruits 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 the written/ practical test and interview

4. **SEMI PROFESSIONAL ASSISTANT (LIBRARY) : 5,200 – 20,200 + 2,800 (GP)**

**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 application 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/UGC).

5. **ASSISTANT : 5,200 – 20,200 + 2,400 (GP)**

**Essential:**

- (a) 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.

- (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/UGC).

6. **JUNIOR ASSISTANT-CUM-TYPIST : 5,200 – 20,200 + 1,900 (GP)**

**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 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.

- (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/UGC).

**7. LIBRARY ATTENDANT (MTS): 5,200 – 20,200 + 1,800 (GP)**

**Essential:**

- (a) Passed 10<sup>th</sup> 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/UGC).

**8. (MTS): MEDIA LAB: 5,200 – 20,200 + 1,800 (GP)**

**Essential:**

- (a) Should have passed Matriculation (10<sup>th</sup>) or an 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/UGC).

**9. (MTS): PSYCHOLOGY LAB: 5,200 – 20,200 + 1,800 (GP)**

**Essential:**

- (a) Should have passed Matriculation (10<sup>th</sup>) or an 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/UGC).