DAULAT RAM COLLEGE
(UNIVERSITY OF DELHI)
4 PATEL MARG, MAURICE NAGAR, DELHI-110007

Ref: DRC/Advt/NT(1)   Dated: 1st December 2020

Online applications in the prescribed format are invited from eligible candidates for the following Non-Teaching posts on permanent basis:

S.No.	Name of the Post & Pay Scale	Category						No. of Vacancies
		UR	OBC	SC	ST	EWS	PwBD	
1	ADMINISTRATIVE OFFICER- Pay Level- 09						1-(LD)	1
2	LIBRARIAN- Academic Pay Level-10	1					--	1
3	SENIOR PERSONAL ASSISTANT Pay Level-07	1						1
4	SENIOR ASSISTANT Pay Level- 06	1					--	1
5	ASSISTANT- Pay Level- 04	1					--	1
6	JUNIOR ASSISTANT- Pay Level- 02	1	1					2
7	TABLA ACCOMPANIST - Pay Level- 04		1					1
8	PROFESSIONAL ASSISTANT (LIRRARY)- Pay Level- 06						1-(VI)	1
9	SEMI. PROFFESSIONAL ASSISTANT (LIBRARY)- Pay Level- 05						1-(HI)	1
10	LABORATORY ATTENDANT- Pay Level- 01		3	1	1	2	--	7
11	LIBRARY ATTENDANT- Pay Level- 01		1		1		1-(VI)	3

PwBD- Persons with Benchmark Disability; LD-Locomotor Disability; VI-Visual Impairment; HI-Hearing Impairment

Note:-

● The detailed advertisement containing Qualification, Age , fee and Eligibility Criteria etc. is available on the college website i.e. www.dr.du.ac.in and Delhi University website. www.du.ac.in
● Last date for receipt of online applications is fourteen days from the date of publishing of this advertisement in Employment News.
● Applications received after the last date will not be entertained and the college will not be responsible for any postal delay.

PRINCIPAL

Details of Advertisement for website:-

(1)Administrative Officer:- Pay Level-10

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:
1. 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.
2.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.

Age 35 years

(2)Librarian:- Academic Pay Level-10

EDUCATIONAL QUALIFICATIONS & OTHER REQUIREMENTS:

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/digitalization of library.
2. Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC.

3. 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, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Librarian/College Librarian subject to the fulfillment of the following conditions:-
    a) The Ph.D degree of the candidate has been awarded in the regular mode
    b) The Ph.D thesis has been evaluated by at least two external examiners;
    c) Open Ph.D viva voice of the candidate has been conducted;
    d) The candidate has published two research papers form his/her Ph.D work out of which at least one is in a refereed journal;
    e) The candidate has presented at least two papers based on his/her Ph.d work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

DESIRABLE

PG Diploma in Library Automation and Networking or equivalent

EXPERIENCE

Officer under the Central/State Govt., PSU, Statutory/ Autonomous Bodies/ University/ College/Institution

or

i) Holding analogous post or
ii) With 3 years service in the pay band of Rs. 9300-34800+ Grade Pay 4600 or 5years experience in the grade pay of Rs. 4200/- or equivalent; and
iii) At least 7 years experience in Library works in a reputed educational institute.

(3)Senior Personal Assistant- Pay Level-7

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 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:
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- 35 years

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(4)Senior Assistant- Pay Level-6
Essential:
1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.
Note:
1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.
2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.
3. 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 before completion of probation period.
Age-30 years

(5)Assistant- Pay Level-4
Essential:

A Graduate from a recognized University in any discipline with good working knowledge of computers
Age- 30 years

(6)Junior Assistant- Pay Level-2
Essential:

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-27 years

(7)Tabla Accompanist- Pay Level-4
Essential:
1. Proficiency in the art of Tabla/Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music.
2. Degree in Tabla/Pakhawaj

OR
Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years

Desirable:
1. Knowledge of other percussion instruments like Dholak, Naal etc.
2. Knowledge of Hindustani Music, both Vocal and Instrumental.
3. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan.
4. A.I.R. grade will be given preference.

Age-45 years

(8)Professional Assistant- Pay Level-6
Essential:
1. M. Lib.Sc./M.L.I. Sc. or equivalent
OR
Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc.
2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.

Age- 35 years

(9)Semi Professional Assistant- Pay Level-5
Essential:
1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

Age- 30 years

(10) Laboratory Attendant - Pay Level-1

Essential:
Should have passed 10_{th} or an equivalent examination with science subjects from recognized board.
Note:
The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time
Age-30 years

(11) Library Attendant - Pay Level-1
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.
Age- 30 years

Desirable:-

Computer as a subject at secondary level or basic course in Computer from any institution.