

## **LIBRARIAN**

### **Essential Qualification:**

- 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.
- b) Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

### **Note:**

- I. The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian /College Librarian.

Provided further, the award of degree to 5 candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian / College Librarian 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. Open Ph.D. viva voce of the candidate had been conducted;
  - d. Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
  - e. Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.
- (a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice- Chancellor / Dean (Academic Affairs) / Dean (University Instructions).
- II. A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled(Physically and Visually differently-abled)/ Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

## **ADMINISTRATIVE OFFICER**

### **Essential Qualification:**

1. Good academic record with Masters' degree with at least 55% of marks or 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.

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

## **SENIOR PERSONAL ASSISTANT**

### **Essential Qualification:**

- 1 . A Bachelor degree from recognized University.
2. At least 3 years of experience working as private Secretary/Personnel Assistant/Stenographer/Executive Assistant/Executive Secretary in a government department/Universities/Autonomous bodies/PSUs/educational institutions recognized by government
3. Skill Test norms: A. Dictation 10 minute 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 Skills,Word Processing, Spreadsheet, Internet, Email communication etc.

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

## **SENIOR TECHNICAL ASSISTANT (COMPUTER)**

### **Essential Qualification:**

1. A Postgraduate degree/B.E./ B. Tech in the relevant subject.

OR

A Bachelor Degree in the relevant subject with 2 years of experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a college/R & D institution under state/Central Government

OR

Three Years Diploma in the relevant subject with 5 years of experience in laboratory of a University or a college/R & D institution under state/Central Government

**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).

## **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).

## **LABORATORY ASSISTANT**

### **Essential Qualification:**

1. Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject.

OR

Graduate with relevant subject.

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

## **MTS COMPUTER**

### **Essential Qualification:**

1. Should have passed 10<sup>th</sup> or an equivalent examination with relevant Science Subject from recognized Board

OR

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

## **MTS LIBRARY**

1. Should have passed 10<sup>th</sup> or an equivalent from any state education board or government recognized Institution.
2. Certificate in Library Science/Library and Information Science from a recognized institution.

### **Desirable:**

Computer as a subject at Secondary level/Library 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).