

**DAULAT RAM COLLEGE  
(UNIVERSITY OF DELHI, DELHI-110007)**

Application are invited from eligible candidates for the following non-Teaching posts on permanent basis.

S.No.	Name of the Post & Pay Scale	Category			Age Limit	No. of Vacancies
		UR	SC	PwD	Age	
1	ADMINISTRATIVE OFFICER-PB2(15600-39100)+GP-5400	--	--	1-UR(OH)	35	1
2	LIBRARIAN-PB2(15600-39100)+GP-6000	1	--	--	--	1
3	SENIOR ASSISTANT-PB2(9300-34800)+GP-4200	1	--	--	35	1
4	ASSISTANT-PB1(5200-20200)+GP-2400	1	--	--	30	1
5	PROFESSIONAL ASSISTANT (LIBRARY)-PB2(9300-34800)-GP4200	--	--	1-UR(VH)	35	1
6	SEMI. PROFESSIONAL ASSISTANT (LIBRARY)-PB1(5200-20200)+GP2800	1	--	--	35	1
7	SENIOR TECHNICAL ASSISTANT (COMPUTER)-PB2(9300-34800)+GP-4200	1	--	--	35	1
8	MTS (LABORATORY)-PB1(5200-20200)+GP-1800	11	2	--	27	13
9	MTS (LIBRARY)-PB1(5200-20200)+GP-1800	--	--	1-OBC(VH)	27	1
10	MTS(COMPUTER LABORATORY)-PB1(5200-20200)+GP-1800	1	--	--	27	1

**Note:-**

- The detailed advertisement containing Qualification and eligibility criteria etc. is available on the college website i.e. [www.dr.du.ac.in](http://www.dr.du.ac.in) and Delhi University website. [www.du.ac.in](http://www.du.ac.in)
- should reach the undersigned within 21 days from the date of publication of this advertisement. Applications received thereafter will not be entertained and the college will not be responsible for any postal delay.

**PRINCIPAL**

**(1)Administrative Officer:- 15600-39100 + Grade Pay of Rs. 5400/-.**

**Essential Qualification:**

1. Good academic record plus Masters degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

Desirable :

- 1 At least three years 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.
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**(2)Librarian :- Rs. 15600-39100 + Grade Pay of Rs. 6000/-.**

**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 of library.
2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

Desirable :

1.M.Phil /Ph.D degree in Library Science/Documentation/Archives and Manuscript Keeping/Experience in Library Computerization. Candidates having 5 to 10 years working experience in educational institution will be preferred.

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**(3)Senior Assistant: Rs. 9300-34800 + Grade pay of Rs. 4200/-**

**Essential Qualification:**

1. 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

2. Graduate Degree with minimum 50% marks in computer application/ office Management/ Secretarial Practice/ Financial Management / Accounts or equivalent discipline from a recognized University.
3. Minimum 4 years of Administrative Experience

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**(4)Assistant: Rs. 5200-20200 + Grade pay of Rs. 2400/-**

**Essential Qualification:**

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

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**(5)Professional Assistant (Library): Rs. 9300-34800 + Grade pay of Rs. 4200/-**

**Essential Qualification:**

1. 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.
  2. Computer Science paper at Graduate/ PG level or six months Computer Science course from a recognized institution.
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**(6)Semi. Professional Assistant (Library): Rs. 5200-20200 + Grade pay of Rs. 2800/-**

**Essential Qualification:**

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
  2. B.Lib. Sc/B.L.I Sc. With 50% marks.
  3. Course in computer application at Graduate or PG level or 6 months Computer course from a recognized institution.
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**(7)Senior Technical Assistant (Computer): Rs. 9300-34800 + Grade pay of Rs. 4200/-**

**Essential Qualification:**

1. MCA or MSc. (Computer Science/IT) from a recognized University/Institute with one year experience or
  2. B. Tech /B.E (Computer Science/Information Technology/ECE) or equivalent degree with one year experience in relevant area.
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**(8) MTS (LABORATORY): Rs. 5200-20200 + Grade pay of Rs. 1800/-**

**Essential Qualification:**

1. Matriculation (10<sup>th</sup>) or any equivalent examination with science subject from recognized Board.

**DESIRABLE :-** Candidates must have knowledge of handling of museum of Botany / Zoology

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**(9) MTS (LIBRARY): Rs. 5200-20200 + Grade pay of Rs. 1800/-**

**Essential Qualification:**

1. Matriculation (10<sup>th</sup>) or any equivalent examination with science subject from recognized Board.
  2. Certificate in Library Science/Library and information Science from recognized institution.
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**(10) MTS (COMPUTER LABORATORY): Rs. 5200-20200 + Grade pay of Rs. 1800/-**

**Essential Qualification:**

1. Matriculation (10<sup>th</sup>) or any equivalent examination with science subject from recognized Board.
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**Desirable:-**

Certificate/Diploma in Computer Science or equivalent from recognized institute.



Application No.....

DAULAT RAM COLLEGE  
UNIVERSITY OF DELHI  
4-PATEL MARG, MAURICE NAGAR, DELHI-110007  
For Non-teaching and Technical Posts.

**APPLICATION FOR THE POST OF .....**  
**(Category.....)**



Post applied for \_\_\_\_\_

Advertisement No. / Date \_\_\_\_\_

Details of Fee: Amount \_\_\_\_\_ Draft / IPO No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank /Post Office \_\_\_\_\_

**SECTION A: GENERAL**

1. (i) Name in full (In Block Letters) .....

(ii) Father's/Spouse's Name .....

2. Date of Birth ..... Age (as on date) ..... Years ..... Months .....

3. Nationality ..... Male/Female ..... Marital Status .....

4. (a) Post held at the time of sending the application, date of appointment:

(Whether permanent, on probation Or temporary)

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(b) Name of Present Employer

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5. Do you belong to Schedule Caste/Schedule Triibe/OBC/Persons with Disability(pwd)(VH or OH)

(If yes, please attach Certificate)

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6. (a) Address for correspondence

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Tel. No (with STD Code) ..... Mobile No .....

E-mail .....

(b) Permanent Address

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7. (a) Present Basic Pay, Grade Pay and Allowances (give details)

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**SECTION B: ACADEMIC QUALIFICATIONS, RESEARCH AND TEACHING EXPERIENCES:**

1. Academic Qualifications: (Starting from 10TH):

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(e) Administrative experience (if any) .....

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12. Basic Computer Literacy and Awareness:

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(d) Other qualification (not covered above):

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(c) Have you at any time convicted by a court for any criminal offence? If so, give name of the court, case number and offence.....

Declaration:

I declare that the statements made in the application are true to the best of my knowledge and belief.

Date .....

Signature of the applicant

**(For the candidates already employed)**

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for.

Designation .....

Address .....

LIST OF ENCLOSURE

1. ....
2. ....
3. ....
4. ....
5. ....

Signature  
(Head of the Institution/Organization with Seal)

Note:

1. Self-attested photo-copies of Certificates, Mark-Sheets, Testimonials, etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. The applications shall be shortlisted as per the University guidelines to be called for Test/interview before the selection committee.
3. Except where otherwise indicated, applicant appearing for interview shall do at their own expense.
4. Applicants who are in employment should send their applications through proper channel.
5. On the recommendation of the Screening Committee, any eligible candidate may be called for interview by the College, even if he/she may not have applied for the post within the stipulated time.
6. Fee for each application is Rs. 250/- for UR/OBC and Rs. 100/- for SC/ST in form of a Demand Draft drawn in favour of the Principal, Daulat Ram College, Payable at New Delhi.
7. No fee for women and PwD candidates.