

**QUALIFICATIONS AND OTHER DETAILS OF NON-TEACHING POSTS ARE
MENTIONED BELOW:**

1. LIBRARIAN: Pay Level 10 (Pay Scale Rs57700-182400)No. of Post: 01 (PwBD HI)

Essential:

- a) 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 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% or an equivalent grade in a point scale wherever grading system is followed. The relaxation of 5% to the categories mentioned above are permissible, based on qualifying marks without including any grace mark procedures.
 - III. All the candidates for direct recruitment will be required to appear in the interview to adjudge their ability and knowledge relating to their work. The selection being based on the performance of the candidates in interview.

2. Director, Physical Education Pay Level 10 (Pay Scale Rs 57700-182400) No. of Post: 01(UR)

Essential:

1. A Master's Degree in Physical Education or Master's Degree in Sports Science with a least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
2. Record of having represented the University/College at the Inter-University/Inter-Collegiate competitions or the State and/ or National Championships.
3. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
4. Passed the physical fitness test conducted in accordance with these Regulations.
5. 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 Assistant Director of Physical Education/College Director of Physical Education/ & Sports.

Physical Fitness Test Norms

a) Subject to the above qualifications, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN

12 MINUTES RUN/WALK TEST

Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN

08 MINUTES RUN/WALK TEST

Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 metres	800 metres	600 metres	400 metres

3. OMSP (Instructor) Pay Level 7 (Pay Scale Rs 44900-142400) No. of Post 01 (PwBD VI)

Essential Qualifications:

1. A Graduate from a recognized University in any discipline with working knowledge of computers.
2. Diploma/Certificate of higher or lower grade in English Shorthand and Typewriting of an examination body other than UPSC.
3. Teaching experience in English Shorthand through common words: (b) Vertical, horizontal or higher frequency word pattern of teaching typewriting and (c) General English.
4. Aptitude for teaching English Shorthand and Typewriting.
5. Minimum of 10 years "service as English Stenographer".

Desirable Qualification:

1. Graduate Degree in Computer Application/Office Management/Secretarial Practice or equivalent discipline from a recognized University.

4. SENIOR PERSONAL ASSISTANT Pay Level 7 (Rs 44,900-1,42,400) No. of post 01 (UR)

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.

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

5. JUNIOR ASSISTANT Pay Level 2 (Pay Scale Rs 19900-63200)No. of Post: 01(EWS)

Essential:

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

- c) **Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

6. LIBRARY ATTENDANT : Pay Level 1(Pay Scale Rs. 18000-56900)No. of posts 01 (OBC)

Essential:

- (a) Passed 10th 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: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Note: The incumbent is generally expected to undertake the following duties:

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in opening/closing of the Library.
4. Manning the check point/property counter.
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of Chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs.
9. Physical preparation of books, bound volumes of periodicals, newspapers and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation.
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books ;and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust covers from the computers while closing and opening the library unit, section respectively.
15. Collection of parcels from Rails, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Banks/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs as may be assigned from time to time.