



DESHBANDHU COLLEGE

(University of Delhi)

Kalkaji, New Delhi - 110 019

Advt. No. F.4/DBC/NTS/Adv./01/2022/01, Dated by 20.08.2022 NON-TEACHING ADVERTISEMENT

Sr. No.	Name of the Post	Pay Scale	No. of Post (s)	UR	SC	ST	OBC	EWS	PwBD	Age Limit
1.	Senior Personal Assistant	Pay Level-7	01	01	-	-	-	-	-	35 Yrs.
2.	Senior Assistant	Pay Level-6	01	-	-	-	-	-	01-HI	30 Yrs.
3.	Junior Assistant	Pay Level-2	03	03	-	-	-	-	-	27 Yrs.
4.	Senior Technical Assistant (Computers)	Pay Level-6	01	-	-	-	01	-	-	30 Yrs.
5.	Museum Curator	Pay Level-5	01	01	-	-	-	-	-	30 Yrs.
6.	Workshop Mechanic	Pay Level-5	01	01	-	-	-	-	-	30 Yrs.
7.	Laboratory Assistant - Botany	Pay Level-4	01	-	-	-	-	-	01-LD	30 Yrs.
8.	Laboratory Assistant - Chemistry	Pay Level-4	01	-	-	-	01	-	-	30 Yrs.
9.	Laboratory Attendant - Bio-Chemistry	Pay Level-1	01	01	-	-	-	-	-	30 Yrs.
10.	Laboratory Attendant - Botany	Pay Level-1	07	04	-	-	02	01	-	30 Yrs.
11.	Laboratory Attendant - Chemistry	Pay Level-1	04	-	01	01	01	-	01-SLD	30 Yrs.
12.	Laboratory Attendant - Physics	Pay Level-1	04	02	-	01	01	-	-	30 Yrs.
13.	Laboratory Attendant - Zoology	Pay Level-1	09	05	01	-	02	01	-	30 Yrs.
14.	Library Attendant	Pay Level-1	05	04	-	01	-	-	-	30 Yrs.
Total			40	22	02	03	08	02	03	

Abbreviation: UR-Unreserved, SC-Schedule Caste, ST-Schedule Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section, PwBD-Persons with Benchmark Disability, HI-Hearing Impairment, LD-Locomotor Disability including Leprosy Cured, Dwarfism, Acid attack victims, Cerebral Palsy and Muscular Dystrophy and SLD-Specific Learning Disability.

Candidates fulfilling the eligibility criteria may fill the online application form available on the college website: www.deshbandhucollege.ac.in Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the college, in case they require any assistance in filling up the application form. College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/UGC norms. The application fees are Rs. 1,000/- for UR/OBC/EWS category and Nil for SC/ST/PwBD and Women candidates. Payment should be made online while filling and submitting the application form. The fee is non-refundable. The last date of submission of online application form is 21 days from the date of publication of this advertisement in the Employment News. Those who are in service should apply through proper channel. The candidates are instructed to carefully read the eligibility criteria along with the general instructions to fill the online application form. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

Qualifications:

For Sr. No.1: Senior Personal Assistant:

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.

For Sr. No. 2: Senior Assistant:

Essential: Graduate or Post- Graduate from a recognized University in any discipline with working knowledge of computers.

For Sr. No.3: Junior Assistant:

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.

For Sr. No. 4: Senior Technical Assistant (Computers):

Essential: B.E./B.Tech. in Computer Science/Computer Engineering/Computer Technology/Information Technology/Electronics/Electrical/Electronics & Communications or M.Sc (Computer Science) or MCA with 01 year experience in programming and Database management or Network administration in a research/Educational institute or commercial/service industry establishment of repute.

For Sr. No. 5: Museum Curator (Botany & Zoology):

Essential: Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field Or Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject Or Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of work experience in Laboratory related work.

For Sr. No. 6: Workshop Mechanic (Physics):

Essential: Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field Or Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject or Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of work experience in Laboratory related work.

For Sr. No. 7 & 8 Laboratory Assistant:

Essential: Should have passed Senior Secondary (10+2) or an equivalent examination with relevant subject Or Graduate with relevant subject.

For Sr. No. 09 to 13: Laboratory Attendant:

Essential: Should have passed 10th or an equivalent examination with science subject from recognized board.

For Sr. No. 14: Library Attendant:

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.

Desirable: Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

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Principal