

**Dyal Singh Evening College
(University of Delhi)
Lodi Road, New Delhi – 110003**

10.05.2016

The College invites applications on a plain paper giving all details such as Name, Address, Contact No. Qualifications, Category, Date of Birth, Experience etc. for the following posts on purely Contractual Basis.

| Sl. No. | Name of the Post | No. of Posts | Category | Consolidated Salary per Month |
|---------|-------------------------|--------------|--------------------------------|-------------------------------|
| 1. | Jr. Assistant | 01 | UR | 15,800 |
| 2. | Jr. Assistant/Caretaker | 01 | SC | 15,800 |
| 3. | MTS (Library Attendant) | 01 | SC | 11,000 |
| 4. | MTS (Office Attendant) | 03 | 01 – ST 01 – OBC 01 – UR | 11,000 |

For Sl. No. 1

Junior Assistant

Essential:

- I. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/ Institution with at least 50% marks or a graduate from a recognized University, and Diploma/ Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management / Accounts or equivalent discipline.

Or

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

- II. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Maximum Age Limit: 27 years.

For Sl. No. 2

Junior Assistant/ Caretaker

Essential:

- I. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/ Institution with at least 50% marks or a graduate from a recognized University, and Diploma/ Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management / Accounts or equivalent discipline.

Or

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

- II. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Desirable:

- I. For the post of Jr. Assistant cum Caretaker with ITI Trade Certificate or an equivalent qualification in Electrical/Civil Plumbing/Air Conditioning.
OR
A Dgree / Diploma in Mechanical/Electrical/Civil/Electronics Engineering or equivalent.
- II. At least 3 years experience in the field, preferably in a Government department/organization or commercial establishment of repute.

Maximum Age Limit: 27 years.

For Sl. No. 3

MTS (Library Attendant)

Essential:

- I. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
- II. Certificate in Library Science/ Library & Information Science from a recognized Institution.

Desirable:

- I. Computer as a subject at Secondary level or Basic course in Computer from any Institution.

Maximum Age Limit : 27 years

For Sl. No. 4

MTS (Office Attendant)

Essential:

- (A) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
- (B) Certificate in Computer Science/Application from a recognized Institution.

Maximum Age Limit : 27 years

Applications together with self-attested copies of testimonials should reach the Principal latest by 24.05.2016. The list of applications who are required to appear for the written test and typewriting test will be uploaded on the website of the College www.dsce.du.ac.in No separate communications will be sent to individual applicant for the tests.

The result of tests and date of interview will be notified on the website of the College as well as on the notice board of the College.

Relaxation in respect of Age/test score/educational qualification, etc. will be given in accordance with the instructions received from University in this regard.

The College reserves the right to change the No./Nature of posts or not to fill any post.

Principal

CC.: College Website
College Notice Board
D.U. Website