ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)
Zakir Husain Delhi College (Evening)
दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली – ११०००२ Jawaharlal Nehru Marg, New Delhi – 110002

Phone: 011-23231899   Website: https://zhdce.ac.in/   E-mail: zhpge.college@gmail.com

Advt. No.ZHDCE/NTS/02/2022

Online applications are invited for the following Permanent Non-teaching posts.

S. No.	Name of the Post	Pay Level	No. of Vacant Post(s)	UR	OBC	SC	ST	EWS	PwBD
1.	Librarian	Academic Level-10	01	01					
2.	Administrative Officer	Level-10	01						01 (VI)
3.	Senior Personal Assistant	Level-7	01						01 (LD)
4.	Senior Technical Assistant (Computer)	Level-6	01	01					
5.	Assistant	Level-4	02	01		01			
6.	Junior Assistant	Level-2	04	01	01	01			01 (HI)
7.	Library Attendant	Level-1	06	02	02	01		01	
8.	Computer Laboratory Attendant	Level-1	01	01					

UR: Unreserved   OBC: Other Backward Classes   EWS : Economically Weaker Section

SC: Schedule Caste   ST: Schedule Tribe   PwBD: Persons with Benchmark Disability

VI: Visual Impairment including blindness and low vision LD: Locomotor Disability including Leprosy cured, dwarfism, Acid attack victims, Cerebral Palsy and Muscular dystrophy HI: Hearing Impairment

Application Fee:

- The application fee is **Rs.1000/-** for UR/OBC/EWS applicants
- No application fee is applicable for PwBD/SC/ST/Women applicants.
- Fees once paid shall not be refunded under any circumstances.
- Candidates fulfilling the eligibility criteria may apply online through the link provided on the college website www.zhdce.ac.in Persons with Benchmark Disabilities (PwBD) may approach the help desk set up at the college, in case they require any assistance in filling up the application forms.
- The last date of submission of online application form is 21 days from the date of publication of this advertisement in the Employment News.

ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)
Zakir Husain Delhi College (Evening)
दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली – ११०००२ Jawaharlal Nehru Marg, New Delhi – 110002
Phone: 011-23231899   Website: **https://zhdce.ac.in/**   E-mail: zhpge.college@gmail.com

विज्ञापन सं.जेडएचडीसीई/एनटीएस/02/2022

निम्नलिखित स्थायी गैर-शिक्षण पदों के लिए ऑनलाइन आवेदन आमंत्रित किए जाते हैं।

क्र.सं	पद का नाम	वेतन स्तर	रिक्त पदों की संख्या	यूआर	ओ बी सी	एस सी	एस टी	ई डब्ल्यूएस	पीडब्ल्यूबी डी
1.	पुस्तकालयाध्यक्ष	शैक्षणिक स्तर-10	01	01	–	–	–	–	–
2.	प्रशासनिक अधिकारी	स्तर-10	01	–	–	–	–	–	01 (VI)
3.	वरिष्ठ निजी सहायक	स्तर –7	01	–	–	–	–	–	01 (LD)
4.	वरिष्ठ तकनीकी सहायक (कंप्यूटर)	स्तर –6	01	01	–	–	–	–	–
5.	सहायक	स्तर-4	02	01	–	01	–	–	–
6.	कनिष्ठ सहायक	स्तर –2	04	01	01	01	–	–	01 (HI)
7.	पुस्तकालय परिचारक	स्तर-1	06	02	02	01	–	01	–
8.	कंप्यूटर प्रयोगशाला परिचारक	स्तर –1	01	01	–	–	–	–	–

यू आर: अनारक्षित, ओ बी सी: अन्य पिछड़ा वर्ग   ई डब्ल्यू एस : आर्थिक रूप से कमजोर वर्ग
एस सी: अनुसूचित जाति, एस टी: अनुसूचित जनजाति,   PwBD: बेंचमार्क विकलांग व्यक्ति
VI: अंधापन और कम दृष्टि सहित दृश्य हानि, एलडी: कुछ रोग, बौनापन, एसिड अटैक पीड़ित, सेरेब्रल पाल्सी और मस्कुलर डिस्ट्रॉफी सहित लोकोमोटर विकलांगता

1. आवेदन शुल्क सामान्य/ओ बी सी/ ई डब्ल्यू एस आवेदकों के लिए 1000/- रुपये है।
2. अनुसूचित जाति/अनुसूचित जनजाति/ आर्थिक रूप से कमजोर वर्ग/ बेंचमार्क विकलांग व्यक्ति/ महिलाओं आवेदकों के लिए कोई आवेदन शुल्क लागू नहीं है।
3. एक बार भुगतान किया गया शुल्क किसी भी परिस्थिति में वापस नहीं किया जाएगा।
4. पात्रता मानदंड को पूरा करने वाले उम्मीदवार कॉलेज की वेबसाइट **www.zhdce.ac.in** पर दिए गए लिंक के माध्यम से ऑनलाइन आवेदन कर सकते हैं, अगर बेंचमार्क विकलांग व्यक्ति (पीडब्ल्यूबीडी) को आवेदन पत्र भरने में किसी भी सहायता की आवश्यकता होती है तो वह कॉलेज में स्थापित हेल्प डेस्क से संपर्क कर सकते हैं।
5. ऑनलाइन आवेदन पत्र जमा करने की अंतिम तिथि रोजगार समाचार में इस विज्ञापन के प्रकाशन की तिथि से **21** दिन है।

General Note:

1. The candidates applying under PwBD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC/EWS for the purpose of computing the reservation.

2. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel and Training vide OM No.36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in

3. Out of Total posts 4% posts are reserved for PwBD candidates.

4. The upper age limit prescribed for direct recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the government of India in this regard from time to time as applicable to central government establishments.

5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in case of departmental candidates of the University/college(s).
   The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its college(s) provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificates from the University or the concerned college where the applicant has served).

6. The upper age-limit and minimum educational qualification for the posts shall be determined as on the last date for submission of application.

7. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/Statutory or Autonomous bodies / University / affiliated or constituent colleges under the University / Public Sector Undertakings.

8. The upper age-limit prescribed for direct recruitment shall be relaxed in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

9. The relaxation in upper age limit for employees working in University/Colleges on Temporary/Ad-hoc/Contract basis will be as per rules of University of Delhi.

ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)
Zakir Husain Delhi College (Evening)
दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली – ११०००२ Jawaharlal Nehru Marg, New Delhi – 110002
Phone: 011-23231899   Website: https://zhdce.ac.in/   E-mail: zhpge.college@gmail.com

10.   The candidates already in service must apply through proper channel.

11.   The College reserves its right not to fill any or all the post(s) advertised.

12.   The College reserves the right to change the number and nature of posts.

13.   Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

14.   Separate application has to be submitted for each post.

15.   Consequent upon adoption of self-certification provisions as required by the Government of India, the College shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/ documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidates.

16.   Any addendum/ corrigendum shall be posted on the College website only.

17.   Incomplete application in any form will be rejected.

18.   Canvassing, in any form or on behalf of the candidate will be a disqualification.

19.   Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid

Prof. (Dr.) Masroor Ahmad Beg
Professor-Principal

ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)
Zakir Husain Delhi College (Evening)
दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली – ११०००२ Jawaharlal Nehru Marg, New Delhi – 110002
Phone: 011-23231899   Website: https://zhdce.ac.in/   E-mail: zhpge.college@gmail.com

Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. ZHDCE/NTS/02/2022** available on the college website https://zhdce.ac.in/ and confirm their eligibility with regard to qualification/experience/age etc. before submitting the online application form.

The link for the online application will be active w.e.f. 01.10.2022 and the last date for submission of application will be 28.10.2022 (Friday) or 21 days from the date of publication in Employment News, whichever is later. Applicants are advised to go to link given below for filling up online application form.

Link for all non-teaching staff (except Librarian Post)	Link for Librarian post only
https://dunt.uod.ac.in	https://rec.uod.ac.in

Prof. (Dr.) Masroor Ahmad Beg
Professor-Principal

QUALIFICATIONS

LIBRARIAN

Academic Pay Level – 10

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. Qualified in the National Level Test conducted for the purpose by the UGC or any other agency approved by UGC.

3. However, 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 or the subsequent Regulations, if notified by the UGC, shall be exempted from the requirement and appointment of the minimum eligibility condition of NET/SLET/SET.

    Further, the award of degrees to candidates registered for the M.Phil/PhD programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bylaws/ Regulations of the Institution awarding the degrees and the PhD candidates shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions 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)   Candidate had published two research papers out of which at least one in a refereed journal from out of his/her Ph.D. work;
    (d)   The candidate had presented two papers in seminars/conferences from out of his/her Ph.D. work;
    (e)   Open Ph.D. viva-voce of the candidate had been conducted.

    (a) to (e) as above are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor/ Dean (Academic Affairs)/Dean (University Instructions)"

Desirable:
i)   Knowledge of Urdu/Arabic/ Persian
ii)   Post-Graduate diploma in Library Automation & Networking (PGDLAN)

ADMINISTRATIVE OFFICER

Pay Level – 10

Essential Qualification:

Good academic record with 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:

- At least three 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.
- LLB or MBA or CA/ ICWA or MCA or M.Phil/ Ph.D. qualification.

AGE LIMIT: 35 YEARS

NOTE:

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidate in written test and interview.

2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University of Delhi from time to time.

3. All the direct recruits should possess working knowledge of computers.

SENIOR PERSONAL ASSISTANT

Essential Qualification:

Pay Level- 07

1.   A Bachelor's degree from a recognized University.

2.   At least three 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.

AGE LIMIT: 35 YEARS

NOTE:

1.   All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and other formalities as prescribed by the University of Delhi from time to time.

2.   The scheme of the examination including weightage of marks for written test and skill test etc., as prescribed by the University of Delhi from time to time.

SENIOR TECHNICAL ASSISTANT (COMPUTER)

Pay Level-06

Essential Qualification:

B.E. / B.Tech. in Computer Science /Computer Engineering/Computer Technology/ Information Technology /Electronics/Electrical/Electronics and 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.

AGE LIMIT: 30 YEARS

NOTE:

1. All the candidates for direct recruitment will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in written/practical test and other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written/practical test etc., as prescribed by the University of Delhi from time to time.

ASSISTANT

Pay Level-04

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

AGE LIMIT: 30 YEARS

NOTE:

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.

JUNIOR ASSISTANT

Pay Level-02

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.

AGE LIMIT: 27 YEARS

NOTE:

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.

LIBRARY ATTENDANT

Pay Level-01

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:

1. Computer as a subject at Secondary level or Basic course in Computers from any Institution

2. Knowledge of Urdu/Arabic/ Persian

AGE LIMIT: 30 YEARS

NOTE:

1. All the candidates will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and other formalities as prescribed by the University of Delhi from time to time.

2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.

COMPUTER LABORATORY ATTENDANT

Pay Level-01

Essential:
Should have passed Matriculation (10th) or an equivalent examination with Science subjects from Recognized Board

AGE LIMIT: 30 YEARS

NOTE:

1.   All the candidates will be required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test and other formalities as prescribed by the University of Delhi from time to time.

2.   The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.