

**ATMA RAM SANATAN DHARMA COLLEGE
(UNIVERSITY OF DELHI)
DHAULA KUAN, NEW DELHI - 110 021**

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

I. **LIBRARIAN (Post Code - I/A)** : Academic Pay Level 10 as per 7th CPC

Essential:

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii) A consistently good academic record, with knowledge of computerization of a library
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be;

Provided that the, candidates registered for the Ph.D degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree, and such Ph.D candidates shall be exempted from the requirement 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) The Ph.D degree of the candidate has been awarded in the regular mode
- (b) The Ph.D thesis has been evaluated by at least two external examiners;
- (c) Open Ph.D. viva voce of the candidate had been conducted;
- (d) The Candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- (e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Desirable:

Post-Graduation Diploma in Library Automation and Networking or equivalent



(iv) **SENIOR TECHNICAL ASSISTANT (COMPUTER) (Post Code - 2/B): Pay Level 6 as per 7th CPC**

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.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Note: -All the direct recruits 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 the written/ practical test.

(v) **SENIOR ASSISTANT (Post Code - 3/B) : Pay Level 6 as per 7th CPC**

Essential:

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

Note:

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/ Legal/ Purchase/ Accounts & Finance/Project Management/ Public Relations.

2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.

3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

4. **ASSISTANT (Post Code - 4/B) : Pay Level 4 as per 7th CPC**

Essential:

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

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

5. **JUNIOR ASSISTANT (Post Code - 5/B) : Pay Level 02 as per 7th CPC**

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.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).



6. LABORATORY ATTENDANT (Post Code - 6/B & 8/B)

(DEPARTMENT OF CHEMISTRY & PHYSICS)

: Pay Level 01 as per 7th CPC

Essential:

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

Note:

The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

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

- (i) Assisting in opening and closing of the premises.
- (ii) Manning the entry points/check points/property counter of the laboratory.
- (iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.
- (iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office.
- (v) Shelving instruments, books, documents, displays etc. and arranging items in designated places.
- (vi) Assisting in stock verifications, searching equipment, documents etc.
- (vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.
- (viii) Preparation of documents (including typing and formatting) using computer.
- (ix) Assisting in maintaining documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.).
- (x) Participation in examination related duties.
- (xi) Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned In-charge/concerned faculty member.
- (xii) Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.
- (xiii) Undergoing inhouse/central training for laboratory/office works as per instructions.
- (xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university.
- (xv) Maintaining the safety and security of the laboratory/office.
- (xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)
- (xvii) Attending holiday, weekend and shift duties as per instructions.
- (xviii) All other such jobs and duties as the case may be that are assigned from time to time.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

7. LABORATORY ATTENDANT (Post Code - 7/B)

(DEPARTMENT OF COMPUTER SCIENCE)

: Pay Level 01 as per 7th CPC

Essential:

Should have passed matriculation (10th) or an equivalent examination with science subjects from recognized board.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Note: Computer Laboratory Attendant shall also perform all duties of MTS in their respective laboratories.



8. LIBRARY ATTENDANT (Post Code - 9/B) : Pay Level I as per 7th CPC

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.

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 computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

