

**INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)
F-4, HauzKhas Enclave,
New Delhi-110016**

Applications are invited from eligible candidates for appointment in the following Non-Teaching posts (the advertisements in Employment News dated 15-21 March and 22-28 March, 2014):

S. No	Name of Post	Scale of Pay	Total No. of Posts	Category	Eligibility Conditions
1	Senior Technical Assistant (Computer)	Rs.9300-34800 + GP Rs.4200	1	1 UR	Age limit- 35 years Essential: MCA or M.Sc. (Computer Science/ IT) from a recognized University/ Institute with one year experience or B. Tech./ B.E. (Computer Science/ Information Technology/ ECE) or equivalent degree with one year experience in relevant area.
2	Professional Assistant (Library)	Rs.9300-34800 + GP Rs.4200	1	1 UR	Age limit- 35 years Essential : 1. M. Lib. Sc./ M.L.I. Sc. Or equivalent with 50% marks; or Master's Degree in Arts/ Science/ Commerce or any other discipline with 50% and B.Lib. Sc./ B.L.I. Sc. with 50% marks. 2. Computer Science paper at Graduate/PG level or six months Computer Science course from a recognized Institution.
3	Semi Professional Assistant (Library)	Rs.5200-20200+ GP Rs. 2800	1	1 UR	Age limit- 35 years Essential : 1. Graduate in Arts/ Science/ Commerce or any other discipline or any other higher qualification with 50% marks. 2. B.Lib. Sc. /B.L.I. Sc. with 50% marks 3. Course in computer application at Graduate or PG level or 6 months Computer course from a recognized Institution.

4.	Assistant	Rs.5200-20200 + GP Rs.2400	1	1 UR	Age limit- 30 years Essential: 1. A Graduate from a recognized University in any discipline with working knowledge of computers, 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. 2. Minimum 2 Years of Administrative Experience
5	Laboratory Assistant	Rs.5200-20200 + G.P Rs.2000	9 (including one post for PwD-OH)	6 UR 1 SC 2 OBC	Age limit - 30 years Essential: 1. Should have passed Senior Secondary (10+2) or an equivalent examination with Science subjects with 50% marks or B.Sc. Graduates.
6	JACT / Caretaker	Rs.5200-20200 + GP Rs.1900	1	1 OBC	Age limit- 27 years Essential: 1. A Senior Secondary School Certificate (+2) with ITI Trade Certificate or an equivalent qualification in Electrical/Civil Plumbing/ Air Conditioning. OR A Degree/ Diploma in Mechanical/Electrical/Civil/ Electronics Engineering or equivalent. 2. At least 3 years experience in the field, preferably in a Government department/ organization or commercial establishment of repute.
7	Library Assistant/JLIA	Rs.5200-20200 + GP Rs.1900	1	1 UR	Age limit- 30 years Essential: 1. Passed Sr. Secondary or equivalent examination conducted

						<p>by State Board of Education/University/Govt. recognized institutions.</p> <p>2. Certificate in Library Science/Library and Information Science from a recognized institution.</p> <p>3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized Institution.</p>
8	Multi-Tasking Staff	1. Library	Rs.5200-20200 + GP Rs.1800/-	03	01 UR 01 SC 01 PwD (HH)	<p>Age limit- 27 years</p> <p>Essential:</p> <p>1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.</p> <p>2. Certificate in Library Science/Library & Information Science from a recognized Institution.</p> <p>Desirable:</p> <p>Computer as a subject at Secondary level or Basic course in Computer from any Institution.</p>
		2. Computer		01	01 UR	<p>Age Limit-27 years</p> <p>Essential:</p> <p>Should have passed Matriculation (10th) or an equivalent examination with Science subjects from recognized board.</p>
		3. Laboratory		09	04 UR 03 OBC 01 SC 01 PwD (OH)	<p>Age Limit-27 years</p> <p>Essential:</p> <p>Should have passed Matriculation (10th) or an equivalent examination with Science subjects from recognized board.</p>

UR: Unreserved, SC: Scheduled Caste, ST: Scheduled Tribe. PwD: Person with Disabilities, HH: Hearing Handicapped, OH: Orthopedically Handicapped.

Note:

1. Separate application should be submitted for each post.
2. All the posts will be filled as per the Recruitment Rule of the University of Delhi, available at University of Delhi website to www.du.ac.in.
3. Age relaxation as per Govt. of India / University of Delhi Guidelines.

4. The candidates may specifically mention in their application the category to which they belong i.e. UR/SC/ST/OBC/PwD. Candidates belonging to SC/ST/OBC/Persons with disabilities categories should submit attested copy of certificate issued by competent authority in the prescribed format as stipulated by government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil Post & service under Government of India. Copy of SC/ST/OBC certificate be attached mentioning Central list number in application.
5. The PwD candidates with less than 40% of relevant disability shall not be considered for the post reserved for PwD. The disability certificate will be issued by the competent Authority duly authorized by the Central or the State Government. The candidates 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.
6. The candidates already in service must apply through proper channel.
7. The college reserves the right to change the number and/or the nature of posts and/or not to fill any or all the posts advertised without assigning any reason thereof.
8. No T.A or D.A will be paid for appearing in the written test and interview. The College shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the College.
9. The College shall not be responsible for any delay/loss due to postal or technical reasons
10. Application form can be downloaded from the college website (<http://ihe-du.com/>)
11. Application other than in the prescribed form, incomplete application, unsigned application, without required documents/ testimonials or application reaching after the closing date by post/courier will be rejected without further reference
12. Fees for each application will be Rs.250/- for UR/OBC category and Rs.100/- for SC/ST category. There will be no fee for PwD candidates. The fee should be paid in the form of a Demand Draft drawn in favour of Director, Institute of Home Economics
13. Applications completed in all respects along with the Demand Draft should reach the Director, Institute of Home Economics (University of Delhi) F-4 Hauz Khas Enclave, New Delhi-110016 within 21 days of the date of advertisement. The candidates should mention their Name, Date of Birth and Subject applied for on the back side of the Demand Draft.