

Advt. No. / MT/NT-Recvt/2014/5011



**MAITREYI COLLEGE
(UNIVERSITY OF DELHI)
CHANAKAYA PURI: NEW DELHI – 110021**

Website: <http://www.maitreyi.ac.in>.

Applications are invited on the prescribed form obtainable from the College Office on cash payment of Rs. 250/- for General/OBC Category and Rs.100/- for SC/ST category (**No fee for PwD**) on any working day between 10.00 a.m. to 03.00 p.m. (Monday to Friday) for the various Non-teaching posts.

Application forms can also be downloaded from the College website as well as from the University website i.e. www.du.ac.in. Those who download the form can pay the requisite fee in the form of Demand Draft in favour of “**Principal, Maitreyi College**” payable at New Delhi. The completed application form along with the attested copies of all the testimonials must reach the undersigned, **latest by 09.04.2014** For further details regarding number and nature of posts, essential qualification, eligibility criteria, age limit etc., please visit the above websites.

The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are required to refer the college website time to time for updation / modification, if any.

Other Details:

S. NO.	Name of the Posts	No. of vacant Position	UR	OBC	SC	ST	PwD	Scale of Pay
1	Senior Assistant	1	1	-	-	-	-	Rs.9300-34800+G.P.Rs.4200 (PB-2)
2	Sr. Technical Assistant (Computer)	1	1	-	-	-	-	Rs.9300-34800+G.P.Rs.4200 (PB-2)
3	Professional Assistant	1	1	-	-	-	-	Rs.9300-34800+G.P.Rs.4200 (PB-2)
4	Semi- Professional Assistant	1	1	-	-	-	-	Rs.5200-20200+G.P.Rs.2800 (PB-1)
5	Assistant (UDC)	1	1	-	-	-	-	Rs.5200-20200+G.P.Rs.2400 (PB-1)
6	Laboratory Assistant	7	5	1	1	-	-	Rs.5200-20200+G.P.Rs.2000 (PB-1)
7	Computer Lab. – MTS	2	1	-	1	-	-	Rs. 5200-20200+G.P. Rs. 1800 (PB-1)
8	Library Attendant MTS	2	-	-	1	1	-	Rs. 5200-20200+G.P. Rs. 1800 (PB-1)

UR- Unreserved, OBC- Other Backward Classes, SC- Schedule Caste, ST- Schedule Tribe, PwD- Persons with Disability, OH- Orthopedically Handicapped.

1. SENIOR ASSISTANT:

Essential:

1. Graduate with minimum 50% or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificates of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

Or

- Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.
2. Minimum 4 Years of Administrative Experience.

Age Limit: 30 Years

Note:

1. The incumbent is expected to work under the Supervision of Section Officer or Administrative Officer. He/She should possess an aptitude for drafting /Noting in English, Office procedure, Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration / Examinations/ House keeping / Establishment /HR/Legal/Purchase/Accounts & Finance/Project Management/Public Relations.
2. 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 interview.
3. The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time with the approval of the Executive Council in this regard.
4. All direct recruits should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

2. SENIOR TECHNICAL ASSISTANT (COMPUTER):

Essential:

M.C.A Or M.Sc.

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.

Age Limit: 35 Years.

Note:

All the direct recruits will be required to appear in a written /skill 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/skill test and interview.

3. PROFESSIONAL ASSISTANT:

Essentials:

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 course from a recognized institution.

Age Limit: 35 Years

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

1. To perform under the overall supervision of the Librarian and assisting them in routine work;
2. **Membership and Circulation work:** Performing, supervising and of staff; Issuing the No Dues/ Clearance Certificates;
3. **Acquisition Work:** Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L/D.L/Librarian maintenance of records and correspondence; Receiving books on approval and on confirmed order and bills and checking with Purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc.
4. **Periodicals work:** Soliciting suggestions for renewal and inviting/ receiving for subscription of periodicals and their processing; Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic database; Placing orders for subscription of periodicals, electronic database; maintaining and controlling the budgetary allocations; issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals.

5. **Technical Processing Work:** Classification, cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification;
6. Maintenance of Statistics of various nature; report generation both manual as well computerized;
7. **Reference and Referral Work:** Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/ information literacy and competency programmes; Inter-library loan services and maintenance of records; upkeep and development of reference collection;
8. Providing the Internet Access services, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals;
9. Performing Opening and Closing work;
10. **Secretarial Work:** Maintenance of files, records, registers, stationary items, consumables required in the Library.
11. Stock verification of books, periodicals and other document and permanent store items.
12. Maintenance of legal documents.
13. Maintenance of the Library Buildings
14. Attending morning, evening and holiday duties as supervisors of shift.
15. Any other jobs assigned from time to time.

Note: All the recruits will be required to appear in a written /skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

4. SEMI PROFESSIONAL ASSISTANT:

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline or any 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.

Age Limit: 35 years

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

1. **Membership and Circulation Work:** Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/ Recalling/ Issuing of reminder of books, text books and other documents; Collection of over due charges; preparation of no dues/ clearance certificates; Maintenance of Inter library loans transaction records.
2. **Acquisition Work :** Preparing purchase orders; Checking of duplication of books and other documents; Checking the purchase order of books, text books confirmed order; filing of purchase orders; Bill preparation for payment; Certifying the Bills; Maintenance of

Bill registers and expenditure register, Accessioning of Books; Transfer of books and other documents for technical processing.

3. Performing Data Entry operations;
4. **Periodicals Work:** Order/ renewal of periodical subscriptions wherever required; Attending typing, Xeroxing and Data Entry operations Registering the current issues of periodicals (manual and computerized); downloading and uploading periodicals data. Reminders for non-receipt of periodicals; Preparing bills for payment of subscription / adjustment of advance; Display of current issues of periodicals wherever required; preparing the loose issues of periodicals into a set for binding;
5. Performing the Scanning jobs and attending to e-mails;
6. Technical Processing Work: Attending typing, Xeroxing and Data Entry operations; Preparation and maintenance of shelf guides, bay guides ; Spine label, book card, due date slip writing; downloading and uploading data of the processed books; filing of catalogue cards wherever required.
7. Preparation of binding list of books and periodicals; accessioning the bound volumes of periodicals; processing the bills of binders.
8. Preparing the list of document for weeding out;
9. Upkeep and providing services from the Theses and Dissertations, rare books and other reserved collection.
10. Assist in Reference / Referral services;
11. Library Services to users with special needs;
12. Performing the stock verification.
13. Secretarial Work : Data entry, operations; noting drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; staff salaries; other miscellaneous payments, stores, personal records, leave records etc.
14. Performing Morning , evening and holiday duties;
15. All other such jobs as may be assigned from time to time.

Note: All the recruits will be required to appear in a written /skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

5. ASSISTANT

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificates 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

Age Limit: 30 Years

Note:

1. The incumbent is expected to work under the close supervision of Admn. Officer / Section Officer . He/She should possess an aptitude for drafting /noting in English, Office procedure, Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/ House keeping/ Establishment / HR / Legal/Purchase / Accounts & Finance/Project Management / Public Relations.
2. 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 interview.
3. The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time with the approval of the Executive Council in this regard
4. All direct recruits should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

6. Laboratory Assistant

Essential:

Should have passed Senior Secondary (10+2) or an equivalent examination with Science subjects with 50% marks.

OR

B.Sc. Graduate.

Age Limit: 30 Years

Note:

All the recruits will be required to appear in a written /skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview.

7. Computer Laboratory - M.T.S.

Essential:

1. Should have passed **Matriculation (10th)** or an equivalent examination with science subjects from recognized Board.

Age Limit: Upto 27 years

Note: All the direct recruits will be required to appear in 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 Interview.

8. LIBRARY ATTENDENT- M.T.S.

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institutions.
2. Certificate in Library Science/ Library and Information Science from a recognized institution.

Desirable:

Computer Course as a subject at Secondary level or Basic course in Computers from any institution.

Age Limit: 27 Years.

Note: All the recruits will be required to appear in a written /skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test and interview

General Note:-

1. All the above posts will be filled as per the Recruitment Rules of University of Delhi.
2. Relaxation in upper age limit will be considered as per the rules of University of Delhi.
3. Candidates belonging to SC/ST/OBC/OH/HH should mention their category specifically in their applications form and attach certificate(s) of the proof issued by the Competent Authority.
4. The application must be accompanied by attested copies of the degree, mark sheets, caste and other certificate.
5. The Central list of OBC will be considered for the recruitment of OBC (Non creamy layer) candidates.
6. Separate application form be submitted for each post.
7. The College reserves the right to change the nature and/ or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof
8. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.
9. The College shall not be responsible for any delay/loss due to postal or technical reasons.

**Sd/-
Principal**