

(1) Senior Assistant: Rs. 9300-34800 + Grade pay of Rs. 4200/-

Essential Qualification:

1. Graduate or Post Graduate with minimum 50% marks 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

2. Graduate Degree with minimum 50% marks in computer application/ office Management/ Secretarial Practice/ Financial Management / Accounts or equivalent discipline from a recognized University.
3. Minimum 4 years of Administrative Experience

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

(2) Assistant: Rs. 5200-20200 + Grade pay of Rs. 2400/-

Essential Qualification:

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

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

(3) Junior Assistant: Rs. 5200-20200 + Grade pay of Rs. 1900/-

Essential Qualification:

1. 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 Applications / 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. 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 (Age relaxation will be allowed as per the guidelines of University of Delhi).

(4) Semi. Professional Assistant (Library): Rs. 5200-20200 + Grade pay of Rs. 2800/-

Essential Qualification:

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.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

(5) Professional Assistant (Library): Rs. 9300-34800 + Grade pay of Rs. 4200/-

Essential Qualification:

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.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

(6) Senior Technical Assistant (Computer): Rs. 9300-34800 + Grade pay of Rs. 4200/-

Essential Qualification:

1. MCA or MSc. (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.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).