

Ref:MT/Advt/15/4026

Dated: 16.03.2015

MAITREYI COLLEGE
(UNIVERSITY OF DELHI)
CHANAKYA PURI, NEW DELHI – 110021
Website: 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 following Non-teaching posts;-

S.NO.	Name of the Posts	No. of vacant Position	UR	OBC	SC	ST	Scale of Pay
1	Junior Assistant	4	2	2	-	-	Rs. 5200-20200+G.P. Rs. 1900 (PB-1)
2	Junior Library & Info. Assistant / Library Assistant	1	1	-	-	-	Rs. 5200-20200+G.P. Rs. 2000 (PB-1)
3	M.T.S. -Laboratory	12	8	3	1	-	Rs. 5200-20200+G.P. Rs. 1800 (PB-1)

UR- Unreserved, **OBC-** Other Backward Classes, **SC-** Schedule Caste, **ST-** Schedule Tribe.

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 self attested copies of all the testimonials must reach to the undersigned latest by 13th April, 2015 up to 05.00 P.M. For further details regarding 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 from time to time for updation till the final stage of recruitment, if any. All Corrigendum/Addendum/Dedendum shall be hosted on the college website only.

Sd/-
Principal

ESSENTIAL QUALIFICATION:

1. JUNIOR ASSISTANT :

Essential:

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 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. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Age Limit: 27 years

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to pay roll, Accounts MIS etc.
2. Diploma in Office Management and Secretarial Practice.

Note:

1. The incumbent is expected to work under the close supervision of Section Officer/ 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/ Examination/ 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 Examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time with approval of the Executive Council in this regard.

Contd/-

2. JUNIOR LIBRARY & INFORMATION ASSISTANT / LIBRARY ASSISTANT :

Essential:

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institution.
2. Certificate in Library Science/ Library and Information Science from a recognized institution.
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/ word processing from a recognized institution.

Age Limit: 30 Years.

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

1. Secretarial jobs: performing the administrative and financial jobs in respective units, section(e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records: typing and cutting of stensils, data entry work, and attending to jobs at banks, post offices, Departments, Administration, Finance etc.)
2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classifications scheme followed in the Library
4. Performing the Data entry Operation;
5. Assist users in searching books and periodicals (both loose and bound volumes), and documents in other media and find/tracing of misplaced books and periodicals (both loose and bound volumes).
6. Library services for users with special needs;
7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;
8. Physical preparation of books, bound volumes of periodicals, newspaper, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.
9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation:
10. Performing the Scanning work and attending to e-mails;
11. Printing of bar code labels and magnetic ships etc.
12. Covering and removing the dust covers from the computer while closing and opening the Library Unit, section respectively.

Contd/-

13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.
14. Performing holiday and weekend and shift duties.
15. All other such jobs as may be assigned from time to time.

3. M.T.S. –LABORATORY

Essential:

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.

Note:

- Age limit is relaxable for SC Category as per Govt. of India/Delhi University Rules.
- Candidates already in service should forward their application through proper channel.
- The College reserves the right to restrict the number of applicants based on their qualification or not to fill up the above posts if circumstances so warrants.
- For further details please visit the college website as given above.

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/VH 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 self attested copies of the degree, mark sheets, caste and other certificate.
5. The Central list of OBC(Non-Creamy Layer) will be considered for the recruitment of OBC (Non creamy layer) candidates.
6. Separate application form to be submitted for each post.
7. The College reserves the right to change the nature and/ or number of post(s) advertised or not to fill any or all the above post(s) 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 of Call letter due to postal or technical reasons.
10. All aspiring candidates are required to refer the college website time to time for updation / modification till the final stage of recruitment, if any.
11. No application shall be entertained through email/ fax.
12. Incomplete application forms are liable to be rejected.
13. All corrigendum/ Addendum/Dedendum, if any shall be uploaded on College website only.

**Sd/-
Principal**