

Delhi College of Arts and Commerce

(University of Delhi)

Netaji Nagar, New Delhi-110023

Phone No.: 011-24109821, 26116333 Fax: 011-26882923

College Website: <http://dcac.du.ac.in>**Applications are invited through online for the following permanent
Non-teaching posts of the college.**

Sl. No.	Name & Pay of the post	Total Post	UR	OBC	SC	ST	PwD	Age Limit
1.	Librarian (15600-39100+GP 6000)	01	-	-	-	-	01 VH (L.V.)	-
2.	Professional Assistant (9300-34800+GP 4200)	01	01	-	-	-	-	35
3.	Library Assistant (5200-20200+GP 2000)	01	01	-	-	-	-	30
4.	MTS - (Library Attdt) (5200-20200+GP 1800)	05	03	01	01	-	-	27
5.	Sr. Technical Assistant (Computer) (9300-34800+GP 4200)	01	-	-	-	-	01 (HH)	35
6.	MTS - (Computer Attdt.) (5200-20200+GP 1800)	01	01	-	-	-	-	27
7.	Assistant (5200-20200+GP 2400)	02	01	-	-	-	01 (VH)	30
8.	Junior Assistant (5200-20200+GP 1900)	03	02	-	-	-	01 (VH)	27

UR-Unreserved, OBC- Other Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe

PwD- Person with Disabilities, VH- Visually Handicapped, , L.V. - Low Vision, HH- Hearing Handicapped

- Only offline applications will be accepted for the post of Librarian [VH (LV)].
- Candidates for the posts of Senior Technical Assistant (Computers) (HH), Assistant (VH) and Junior Assistant (VH) may apply either online or offline mode but they are required to apply through only one mode.
- Offline application forms for PwD candidates to apply for the post of Librarian [reserved for VH (LV) category], Senior Technical Assistant (Computers) (reserved for HH category), Assistant (reserved for VH category) and Junior Assistant (reserved for VH category) are available at the college website.

1. For further details i.e. General instructions to the candidates, qualifications, etc., please visit the college website: <http://dcac.du.ac.in> Candidates are instructed to carefully read the eligibility criteria along with the General instructions to fill the online application form.
2. Age relaxation will be allowed as per the guidelines of University of Delhi/UGC.
3. The date of Test/Skill Test/Practical etc. will be notified through college website.
4. The number and nature of posts may increase or decrease/vary as per Delhi University/UGC rules.
5. College reserves the right to fill or not to fill the above mentioned post (s).
6. Any addendum/ corrigendum / notification shall be posted only on the college website. It shall be the responsibility of the candidates to visit the college website: <http://dcac.du.ac.in> on regular basis.

OSD-Principal

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

1. LIBRARIAN : 15,600 – 39,100 + 6,000 G.P.

Essential:

- a) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- b) Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

Note:

- I. The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian / College Librarian.

Provided further, the award of degree to candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian / College Librarian subject to the fulfillment of the following conditions:-

- a. Ph.D. degree of the candidate awarded in regular mode only;
- b. Evaluation of the Ph.D. thesis by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate had been conducted;
- d. Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
- e. Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).

- II. A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Noncreamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

2. PROFESSIONAL ASSISTANT (LIBRARY) : 9,300 – 34,800 + 4,200 (GP)

Essential:

- (a) 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.

- (b) 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/UGC).

3. LIBRARY ASSISTANT : 5,200 – 20,200 + 2,000 (GP)

Essential:

- (a) Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.
- (b) Certificate in Library Science/Library and Information Science from a recognized institution;
- (c) Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized Institution.

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

4. M.T.S. – (LIBRARY ATTENDANT) : 5,200 – 20,200 + 1,800 (GP)

Essential:

- (a) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
- (b) Certificate in Library Science/Library & Information Science from a recognised Institution.

Desirable:

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

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

5. SENIOR TECHNICAL ASSISTANT (COMPUTER) : 9,300 – 34800 + 4,200 (GP)

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.

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

6. M.T.S.- (COMPUTER ATTENDANT) : 5,200 – 20,200 + 1,800 (GP)
(COMPUTER LAB)

Essential:

(a) Should have passed Matriculation (10th) or an equivalent examination with Science Subjects from recognize Board.

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

7. ASSISTANT : 5,200 – 20,200 + 2,400 (GP)

Essential:

(a) 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.

(b) Minimum 2 Years of Administrative Experience.

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

8. JUNIOR ASSISTANT : 5,200 – 20,200 + 1,900 (GP)

Essential:

(a) 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.

(b) 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/UGC).

GENERAL INSTRUCTIONS TO THE CANDIDATES:

- 1.** As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitments to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of DOPT OM No. 39020/01/2013-Estt (B) - Part dated 29.12.2015.

Accordingly, selection for the above posts (EXCEPT LIBRARIAN) shall be based on performance of the candidates in the written test / skill test / practical test, etc.

- 2.** The recruitment of the above mentioned posts will be subject to the approval of UGC and University of Delhi.
- 3.** Candidates are required to appear in written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.
- 4.** All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
- 5.** The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University of Delhi.
- 6.** The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.
- 7.** The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- 8.** The upper-age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in atleast one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned college where the applicant has served).
- 9.** The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
- 10.** All candidates should have fulfilled the minimum eligibility i.e. educational qualifications, experience etc. on the last date of submission of applications.

11. Application fee should be submitted through online mode only as per the details given below: -

Category	Fee
UNRESERVED/OBC	₹ 500/- (for each application)
No Application fee shall be charged from SC/ST/PwD candidates	
No Application fee shall be charged from Women Candidates of all categories.	

Fees once paid shall not be refunded under any circumstances.

12. Candidates belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates 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. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of appointment. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
13. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in future (during the process of selection or even after appointment) that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.
14. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
15. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to summarily rejected.
16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials etc.
17. The number or/and nature of posts advertised may increase or decrease/vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
18. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by the 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. Only such persons would be eligible for reservation in services / posts under VH / OH / HH categories who suffer from not less than 40% of disability.
19. Candidates called for written test/skill test etc. shall do so at their own expenses. No TA/DA shall be paid.

20. Any addendum/corrigendum/notification shall be posted only on the college website. It shall be the responsibility of the candidates to visit the college website <http://dcac.du.ac.in> on regular basis.
21. A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
22. Please note that all future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) and college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
23. Admit Cards will not be sent by Post. Eligible candidates may download his/her admit card for appearing in the written examination from the college website <http://dcac.du.ac.in>
24. Applications received without complete information or without requisite fees shall be rejected.
25. 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/information submitted by the candidate 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.
26. Merely appearing in the examination/skill test/practical etc. does not guarantee that candidate fulfills the requisite criteria. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.

27.

FOR PwD CATEGORY

- **Only offline applications will be accepted for the post of Librarian [VH (LV)].**
 - **Candidates for the posts of Senior Technical Assistant (Computers) (HH), Assistant (VH) and Junior Assistant (VH) may apply either online or offline mode but they are required to apply through only one mode.**
 - **Offline Application Forms for PwD candidates to apply for the post of Librarian [reserved for VH (LV) category], Senior Technical Assistant (Computers) (reserved for HH category), Assistant (reserved for VH category) and Junior Assistant (reserved for VH category) are available at the college website <http://dcac.du.ac.in>**
28. **The last date of submission of online application form for all categories (including PwD category) is 21 days from the date of publication of this Advertisement in Times of India/Navbharat Times or two weeks from the date of publication of this Advertisement in Employment News or **10.03.2018 till 11:59:59 p.m. whichever is later** for this advertisement.**
 29. The eligible and interested applicants are required to apply on-line at the college **website <http://dcac.du.ac.in>** Applications other than on-line mode (except PwD category) will not be

accepted.

- 30.** Applicants are also required to submit the hard copy of online form duly signed by the applicants alongwith one self attested passport size photograph and self-attested copies of educational, date of birth, experience, caste certificates etc. to :

**The Principal
Delhi College of Arts and Commerce,
Netaji Nagar, New Delhi-110023**

latest by 13.03.2018 till 5.00 p.m. by Speed Post only.

The envelope containing Hard Copies should be superscribed as "APPLICATION FOR THE POST OF _____".

Both submission of the online application as well as subsequently the hard copy of online form is mandatory along with the testimonials/certificates/application fee. **If hard copies are not received by the college till the prescribed date and time, the online application of the candidate is liable to be cancelled.**

- 31.** Candidate may keep the copy of his/her form for future reference and will bring the same also on the day of his/her examination alongwith attested copies of testimonials/certificates.
- 32.** In order to avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any network problem or any other such type of problem.

Sd/-
OSD-Principal

SCHEDULE OF EXAMINATION

S.No.	Name of Post	Date of Exam.	Time
1.	Junior Assistant	17.03.2018	10.00 A.M.
2.	Sr. Technical Assistant (Computer)	18.03.2018	10.00 A.M.
3.	Professional Assistant	19.03.2018	10.00 A.M.
4.	Assistant	20.03.2018	10.00 A.M.
5.	MTS (Computer Attdt.)	21.03.2018	10.00 A.M.
6.	MTS (Library Attdt.)	22.03.2018	10.00 A.M.
7.	Library Assistant	23.03.2018	10.00 A.M.

Sd/-
OSD-Principal