



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

Qualifications:

1. Deputy Librarian (Post Code: ND1301)

Pay Level- 13(A)

1. A Master's degree in Library Science/ Information Science / Documentation Science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed.
2. Eight years' experience as an Assistant University Librarian /College Librarian.
3. Evidence of Innovative Library Services including integration of ICT in Library.
4. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/ Archives and manuscript keeping/ computerization of Library.

Age Limit: Not applicable

2. Joint Director, Directorate of Hindi Medium Implementation (DHMI) (Post Code: ND1201)

Pay Level- 12

Essential:

1. Education & Knowledge
 - i) A Master Degree in any subject with at least 55% marks or an equivalent grade.
 - ii) Must have passed 12th or Graduated with Hindi as one of the paper.
 - iii) Adequate knowledge of English & Hindi.
2. At least 08 years of teaching and/or Post-Doctoral Research or Publication and/or Translation work.

Or

08 years of experience as Assistant Director (Level 10) or equivalent or higher in similar Government Institutions.

Desirable:

Experience in a responsible position in one or more of the following fields/areas:

1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education.
2. Research Experience in promotion of Hindi Literature in a University of Higher Learning.
3. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts.

Note:

Preference will be given to candidates who are holding additional Master degree in Hindi.

Age Limit: 45 years

3. Deputy Registrar (Post Code: ND1202)

Pay Level- 12

Essential:

1. A Master's degree with at least 55% marks or an equivalent grade of B in the UGC seven point scale or an equivalent grade.
2. At least 09 years of experience as Assistant Professor in a college of a University with experience in educational administration.

Or

Comparable experience in Research Establishments and other Institutions of Higher Learning.

Or

At least 05 years administrative experience as Assistant Registrar or in an equivalent post at Level 10.

Desirable:

1. Experience in University administration and familiarity with the working of university bodies and institutions.
2. Thorough knowledge of service matters or accounts/budget or conduct of examinations.
3. MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil./Ph.D. qualification.
4. The candidates having formal qualification and /or experience in thrust areas in which University intends to attract candidates, i.e. (a) Information Technology (b) Finance and Accounting (c) Internal Quality Assurance Cell (IQAC) and (Research Policies formulation &

implementation/ Research Administration & Coordination/ International Collaborations/IPR/Patents are encouraged to apply.

Note:

1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/noting skills, conversant with the office procedure and capable to formulate proposals independently.
2. Should be able to participate in discussions with senior functionaries and academicians.
3. He is expected to handle one or more functions independently related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management /HR/Legal.

Age Limit: 45 years

4. Veterinarian (Post Code: ND1001)

Pay Level- 10

Essential:

B.V.Sc. with 01 year of experience in care and handling of Laboratory Animals.

Desirable:

Experience in management of animal house of any recognized Institute.

Age Limit: 35 years

5. Assistant Librarian (Post Code: ND1002)

Pay Level- 10

1. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
2. A consistently good academic record, with knowledge of computerization of a Library.
3. Besides fulfilling the above qualifications, the National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Librarian.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of

M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor in the University.

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

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from her/his Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on her/his Ph.D. work in conferences/seminars sponsored/ funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Age Limit: Not applicable

6. Assistant Director of Physical Education and Sports (Post Code: ND1004)

Pay Level- 10

Eligibility (A or B):

A.

- (i) A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii) Record of having represented the University / College at the Inter-University /Inter-Collegiate competitions or the State and/ or National Championships.

- (iii) Besides fulfilling the above qualifications the National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Director, Physical Education.

The National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Professor.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor in the University.

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

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from her/his Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on her/his Ph.D. work in conferences/seminars sponsored/ funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Or

- B.** An Asian Game or Commonwealth Games medal winner who has a degree at least at Post-graduation level.

The candidates will have to pass the physical fitness test conducted in accordance with the provisions laid down hereunder.

Physical Fitness Test Norms

- (a) subject to the provisions of these regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that she/he is medically fit before undertaking such tests.
- (b) on the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

Norms for Men			
12 minutes run/walk test			
Up to 30 years	Up to 40 years	Upto 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

Norms for Women			
08 minutes run/walk test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 metres	800 metres	600 metres	400 metres

7. Hindi Officer (Post Code: ND0701)

Pay Level- 07

Essential:

1. Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree Pay Level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.

OR

Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level.

OR

Master's degree of a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level.

OR

Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.

2. At least 05 years of experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.

OR

05 years of experience of Teaching, Research, Writing or Journalism in Hindi.

Desirable:

- i) Knowledge of Sanskrit and/or a Modern Indian Language.
- ii) Administrative experience.
- iii) Experience of organizing Hindi classes or workshop for noting and drafting.

Duties: To look after the administrative & Hindi Stream and other allotted duties.

Age Limit: 40 years

8. Legal Assistant (Post Code: ND0601)

Pay Level- 06

For Direct Recruitment/Deputation/ Short term Contract basis:

Essential:

1. Degree in Law (Professional) from a recognized University.
2. At least 3 years of experience in handling court cases in a government/semi government organization and/or practice before High Court or Lower Court in Civil/Labour matters.
3. Professional who have worked in Central Universities/Autonomous Bodies with two to three years of experience will be given preference.
4. Hands on experience in computers.

Desirable:

1. Post Graduate Degree.
2. Diploma in IPR or Labour Laws.

3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees.

Duties:

The person so selected is required to assist the Assistant Registrar/ Deputy Registrar (Legal) in his day to day duties in the Legal Branch.

The person is expected to attend all kind of legal matters, writ petitions, preparation of para-wise comments on the writ petitions/draft replies, drafting of contract agreements/MOUs with various bodies on academic matters, liaison with Standing Counsel/Panel Advocates before the High Court of Delhi and Lower Courts.

Note: The persons so appointed will not be allowed to do private practice.

Age Limit: Not Applicable

9. Junior Assistant (Russian) (Post Code: ND0201)

Pay Level- 02

Essential:

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution or a Graduate from a recognized University having studied relevant subject.
2. A minimum speed of 25 w.p.m. in Russian Typewriting

Desirable:

1. Advanced Diploma in Russian or equivalent examination recognized by the Delhi University.
2. Experience of handling books in foreign languages particularly Russian/ Office work.

Knowledge of English typewriting.

Age Limit: 27 years