

**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW**

**ADMINISTRATIVE OFFICER:**

**(PB -3) Rs.15600-39100 + (G.P 5400/-)**

**Essential Qualifications:**

Good academic record plus Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale ( 5% relaxation in marks for SC/ST category)

**Desirable:**

1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

**Maximum Age Limit:** 35 years

**OMSP Instructor :**

**(PB-4) Rs.9300 34800 + (G.P 4200/-)**

**Essential Qualifications:**

1. A Graduate from a recognized University in any discipline with working knowledge of computers.
2. Diploma / Certificate of higher or lower grade in English Shorthand and Typewriting of a examination body other than UPSC
3. Teaching experience in English Shorthand through common words: (b) Vertical, horizontal or higher frequency word pattern of teaching typewriting and (c) General English.
4. Aptitude for teaching English Shorthand and Typewriting.
5. Minimum of 10 years " service as English Stenographer".

**Desirable Qualifications:**

1. Graduate Degree in Computer Application / Office Management / Secretarial Practice or equivalent discipline from a recognized University.

**Maximum Age Limit:** 30 years

**JUNIOR ASSISTANT:**

**(PB-1) Rs. 5200 20200 + (G.P 1900/-)**

**Essential Qualifications:**

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

**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

**Maximum Age Limit: 27 years**

**CARE TAKER**

**(PB-1) Rs. 5200 20200 + (G.P 1900/-)**

**Essential Qualifications:**

1. 10<sup>th</sup> standard with ITI Trade Certificate or an equivalent qualification in Electrical/Civil/Plumbing/Air-conditioning).
2. At least three years' experience in the field, preferably in a Government department/organization or commercial establishment of repute.

**Note:** Preference will be given to Ex-servicemen from Army/Navy/Air Force

**Maximum Age Limit: 27 years (relaxable for Ex-serviceman as per University of Delhi recruitment rule)**

**SEMI PROFESSIONAL ASSISTANT (LIBRARY)****(PB-1) Rs. 5200 20200 + (G.P 2800/-)****Educational Qualifications:**

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 / PG level or Six months Computer Science course from a recognized institution.

**Maximum Age Limit: 35 years****TABLA PLAYER****(PB-1) Rs. 5200 20200 + (G.P 2400/-)****Educational Qualifications:**

1. Proficiency in the art of Tabla Playing with particular reference to the accompaniment aspects both for Vocal (Khyal and Dhrupad gayakies) and Instrumental.
2. Degree/Diploma in Tabla/Pakhawaj or Should have undergone training in Tabla/Pakhawaj under an established Guru, for a period not less than 3 years.
3. Two years of working experience in University College/recognized institution/A.I.R./Doordarshan.

**Desirable Qualification:**

1. Knowledge of other percussion instruments like Dholak, Naal etc.
2. Knowledge of Hindustani Music (Vocal/Instrumental).
3. Person having educational background will be given preference.

**Maximum Age Limit : 30 years.**

**MTS-LIBRARY:**

**(PB-1) Rs. 5200 20200 + (G.P 1800/-)**

**Essential Qualifications:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution

**Desirable:**

1. Certificate in Library Science/Library & Information Science from a recognized Institution.
2. Computer as a subject at Secondary level of Basic Course in Computer from any Institution.

**Maximum Age Limit: 30 years**