

RAMANUJAN COLLEGE

(University of Delhi)

Kalkaji, New Delhi – 110019.

Ph- 011-26430192, Fax – 011-26421826

Applications are invited through **on-line** for the following permanent Non-Teaching posts of the college.

Subject	Pay Band*	Grade Pay*	Age	No. of Post(s)	UR	OBC	SC	ST	PwD
Section Officer	9300 – 34800	4600	35	01	01	-	-	-	-
Senior Assistant	9300 – 34800	4200	30	03	03	-	-	-	-
Professional Assistant	9300 – 34800	4200	35	01	-	-	-	-	01 VH (LV)
Senior Technical Assistant (Comp.)	9300 – 34800	4200	35	01	01	-	-	-	-
Semi Professional Assistant	5200 – 20200	2800	35	01	01	-	-	-	-
Assistant	5200 – 20200	2400	30	02	01	-	01	-	-
Library Assistant	5200 – 20200	2000	30	01	01	-	-	-	-
Junior Assistant	5200 – 20200	1900	27	03	01	01	01	-	-
MTS- Library	5200 – 20200	1800	27	03	-	01	02	-	-
MTS- Laboratory	5200 – 20200	1800	27	03	01	02	-	-	-
MTS- Computer Lab	5200 – 20200	1800	27	01	01	-	-	-	-

UR-Unreserved, OBC-other Backward Classes, SC-Schedule Caste, ST-Schedule Tribe, PwD – Persons with Disability (Visually Handicapped) (* Pay Scale as per 6th Pay Commission).

Candidates fulfilling the eligibility criteria may fill the online Application Form available on the college website www.rcdu.in. The PwD candidate can fill the form offline also which is also available on the college website. For qualifications and other details, please visit the College website www.rcdu.in. **The last date of submission of online application is 22.09.2017.**

Any addendum/corrigendum shall be posted only on the college website.

(Principal)

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

Qualification and experience details are as under :-

1. **SECTION OFFICER** : **9,300 – 34800 + 4,600 (GP)**

Essential:

(a) Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

(b) Minimum 6 Years of Administrative Experience

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

2. **SENIOR ASSISTANT** : **9,300 – 34800 + 4,200 (GP)**

Essential:

(a) Graduate with minimum 50% marks 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

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

(b) Minimum 4 Years of Administrative Experience.

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

3. **PROFESSIONAL ASSISTANT (LIBRARY): 9,300 – 34800 + 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).

4. **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).

5. **SEMI PROFESSIONAL ASSISTANT (LIBRARY): 5,200 – 20,200 + 2,800 (GP)**

Essential:

(a) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.

(b) B.Lib.Sc/B.L.I.Sc with 50% Marks.

(c) 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/UGC).

6. 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).

7. 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).

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.

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

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

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).

10. M.T.S.- (LABORATORY ATTENDANT) : 5,200 – 20,200 + 1,800 (GP)
STATISTICS LAB & PSYCHOLOGY 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).

11. M.T.S.- (COMPUTER LAB 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).
