



LADY IRWIN COLLEGE

(University of Delhi)

Sikandra Road, New Delhi - 110001

Applications are invited for the following Non-Teaching position.

S. No.	Post	No. of Post	Pay Scale	Age Limit	SC	ST	OBC	UR	PwD
1.	JACT	03	₹5200-20200 + GP 1900	27 Years	-	-	01	02	-
2.	Senior Technical Assistant (Computer)	01	₹9300-34800 + GP 4200	35 Years	-	-	-	01	-
3.	Library Attendant	01	₹5200-20200 + GP 1800	30 Years	-	-	01	-	-
4.	Erstwhile Group D MTS (Multi Tasking Staff)	19	₹5200-20200 +GP 1600	27 Years	03	03	13	-	01 VH

UR- Unreserved, OBC- Other Backward Classes, SC- Scheduled Caste, ST- Scheduled Tribe, PwD- Persons with Disability, VH- Visually Handicapped.

1. Junior Assistant Cum Typist (JACT):-

Essential Qualification:

1. A Senior secondary (+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/Certificates 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.

Desirable Qualification:

1. Should have knowledge of English/Hindi drafting & noting.

Note:- The candidates 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. 2. The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time with the approval of the Executive Council in this regard.

2. Senior Technical Assistant (Computer):-

Essential Qualification:

1. 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.

Note: The candidates will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/practical test and interview.

3. Library Attendant:

Essential Qualification:

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

Desirable:

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

4. Erstwhile Group D MTS (Multi Tasking Staff) (Chemistry/Zoology/Multimedia/Physics/Home Science/ Computer):-

Essential Qualification:

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized Board.

Note: Candidates will be required to appear in a 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.

Computer Laboratory MTS shall also perform all duties of MTS.

General Conditions:-

1. Candidates belonging to SC/ST/OBC/Persons with disabilities categories should submit attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificates should specific contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil Post & service under Government of India. Copy of SC/ST/OBC certificate be attached mentioning Central list number in application.
2. The candidates already in service must apply through proper channel.
3. The College reserves the right not fill up any or all the post(s) advertised.
4. Advertisement is on College website (<http://www.ladyirwin.edu.in>).
5. Application on prescribed forms is obtainable from the Accounts Department from Monday to Friday, during the working office hours. Application fee is deposited as per details given below:

S.No.	Category	Amount
1.	UR/OBC	₹500.00
2.	SC/ST/PwD	₹100.00

6. A separate application is to be submitted for each post.
7. Age relaxation is available to reserved category persons as per Govt. of India and departmental candidate as per Delhi University's Guidelines.
8. No T.A. or D.A. will be paid for appearing in the written test and interview.
9. 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 submitted by the candidates 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.
10. The PwD candidates with less than 40% of relevant disability shall not be considered for the post reserved for PwD. The disability certificate will be issued by the competent Authority duly authorized by the Central or the State Government.
11. The College shall not be responsible for any delay/loss due to postal or technical reasons.
12. Application other than in the prescribed form, incomplete application, unsigned application, without required documents/ testimonials or application reaching after the closing date by post/courier will be rejected without further reference.
13. The Applications complete in all respects with attested copies of certificates, marks sheets, testimonials etc. should reach the Director, Lady Irwin College, University of Delhi, Sikandra road, New Delhi-110001 on or Before 26th February, 2014.

Director



UNIVERSITY OF DELHI

Ref: Estab-IV/047/2012/01

Dated: 30th July, 2013

NOTIFICATION

It is to notify that the University has approved the Scheme of Examinations/Syllabi for the direct recruitment for the following posts:

LABORATORY STAFF

1. Technical Officer
2. Senior Technical Assistant
3. Laboratory Assistant
4. MTS Laboratory

LIBRARY STAFF

1. Professional Assistant
2. Semi Professional Assistant
3. Junior Library and Information Assistant/ Library Assistant
4. MTS Library

Alha Sheema
REGISTRAR

Encl.: Schemes of Examinations/Syllabi.

Appendix-I

Scheme of Examination for Direct Recruitment to the post of TECHNICAL OFFICER

The following shall be the scheme of examination, components of written test and its syllabus etc. for recruitment to the post of **TECHNICAL OFFICER**:

A. Scheme of the Examination:

Written Test			Interview/Personality Test
Objective Type Tools and techniques in physical, chemical and life science laboratories (level-Post graduate) (150 questions) Paper-I	Time: 2 hours	Max. Marks allowed: 150 marks	Max. Marks allowed: 50 marks
Descriptive Type Paper-II (on the same subject matter as for Paper -I)	Time: 2 hours	Max. Marks allowed: 100 marks	
Total Marks (150 + 100+50)			300 marks

B. Objective Type : Multiple choice questions will be asked from routinely used equipments, techniques / methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical science, Geology Anthropology and Electronic science and Computer Science Departments.

C. Descriptive Type: On the same subject matters as for Paper I Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, general awareness/knowledge in his field of expertise, communication and problem solving skills and overall personality etc.

Appendix-II

Scheme of Examination for Direct Recruitment to the post of SENIOR TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for recruitment to the post of **SENIOR TECHNICAL ASSISTANT** (by direct recruitment):

A. Scheme of the Examination:

Written Test			Interview/Personality Test
Objective Type Tools and techniques and life science and laboratories (Level-Post graduate) (150 questions) Paper-I	Time: 2 hours	Max. Marks allowed: 150 marks	Max. Marks allowed: 50 marks
Descriptive Type Paper-II (on the same subject matter as for Paper –I)	Time: 2 hours	Max. Marks allowed: 100 marks	
Total Marks (150 + 100 + 50)			300 marks

B. Objective Type : Multiple choice questions will be asked from routinely used equipments, techniques / methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical science, Geology, Anthropology and Electronic science and Computer Science Departments.

C. Descriptive Type: On the same subject matters as for Paper I

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, general awareness/knowledge in his field of expertise, communication and problem solving skills and overall personality etc.

Appendix-III

Scheme of Examination for Direct Recruitment to the post of LABORATORY ASSISTANT

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **LABORATORY ASSISTANT** (by direct recruitment):

A. Scheme of the Examination:

Written Test			Interview/Personality Test
Objective Type General Science at graduate level (150 questions) Paper-I	Time: 2 hours	Max. Marks allowed: 150 marks	Max. Marks allowed: 50 marks
Descriptive Type Paper-II (on the same subject matter as for Paper –I)	Time: 2 hours	Max. Marks allowed: 100 marks	
Total Marks (150 + 100 + 50)			300 marks

B. Objective Type: Multiple choice questions to judge the general scientific knowledge (at graduation level) of the candidates in all disciplines of science.

C. Descriptive Type: On the same subject matters as for Paper I

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Appendix-IV

Scheme of Examination for Direct Recruitment to the post of M.T.S. Laboratory

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **M.T.S. Laboratory** by direct recruitment:

A. Scheme of the Examination:

Written Test			Interview/Personality Test
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. Marks allowed: 150 marks	Max. Marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hours	Max. Marks allowed: 100 marks	
Total Marks (150 + 100 + 50)			300 marks

B. Objective Type: Questions on general science at 12th class level.

C. Descriptive Type: On the same subject matters as for Paper I

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

DELHI UNIVERSITY LIBRARY SYSTEM

Scheme of Examination for Direct Recruitment to the post of Professional Assistant

The following shall be the scheme of Examination. Components of written test and its syllabus etc. for recruitment to the post of Professional Assistant by direct recruitment:

A. Scheme of the Examination:

Written test			Interview / Personality Test
Objective Type General Awareness (150 questions) Paper-1	Time: 2 hours	Max. marks Allowed: 150 Marks	Max. Marks Allowed: 50 Marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks Allowed: 100 Marks	
Total Marks: (150 + 100 + 50)			300 marks

B. Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application in Library and Information Science and aptitude in General English, Mathematical Ability and Computers.

C. Descriptive type: The questions will be designed to test the ability of the candidate's knowledge and awareness in Library and Information Science, and recent development in the field and on the following subjects.

Knowledge and application of Library and Information Science Procedures, rules & Regulations.

Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. Personality Test/ Interview: The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication and problem solving skills and overall personality etc.

Appendix-VI

Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Semi Professional Assistant by direct recruitment.

A. Scheme of the Examination:

Written test			Interview / Personality Test
Objective Type General Awareness (150 questions) Paper-1	Time 2 hours	Max. marks Allowed 150 Marks	Max. Marks Allowed 50 Marks
Descriptive Type Paper-II	Time 2 hours	Max. marks Allowed 100 Marks	
Total Marks (150 + 100 + 50)			300 Marks

B. Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its applications in Library and Information Science, General English, Mathematical Ability and Computers.

C. Descriptive type: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science, and recent development in the field and on the following subjects.

Knowledge and application of Library and Information Science Procedures, rules & Regulations.

Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.

Note:

- 1 The questions shall generally be on the minimum qualification level of the post concerned.
- 2 There shall be no negative marking for wrong answers.
- 3 The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
- 4 Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
- 5 The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D Personality Test/ Interview: The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication and problem solving skills and overall personality etc.

Appendix-VII

Scheme of Examination for Direct Recruitment to the post of Junior Library and Information Assistants / Library Assistants

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Junior Library and Information Assistants/ Library Assistants by the direct recruitment:

A. Scheme of Examination:

Written Test			
	Type of Examination	Time	Max. Marks allowed
Paper-I	Objective Type General Awareness etc. (75 questions)	1 hour	150
Paper-II	Descriptive Type	1 hour	100
Interview			50
Total Marks			300

A. English Comprehension: Quantitative aptitude and reasoning ability (Mathematical), General Awareness will be of Secondary or equivalent level.

B. The Library and Information Science will be of Certificate in Library and Information Science level.

Note:

- 1 The questions shall generally be on the minimum qualification level of the post concerned.
- 2 There shall be no negative marking for wrong answers.
- 3 The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section i.e. Paper-I and Paper II of the test components.
- 4 Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
- 5 The minimum marks for Qualifying in the interview/ personality test shall be 50%.

C. **Personality Test/ Interview:** The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication and problem solving skills and overall personality etc.

Appendix-VIII

Scheme of Examination for Direct Recruitment to the post of M.T.S. Library

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of M.T.S. Library by the direct recruitment:

A. Scheme of Examination:

Written Test			
	Type of Examination	Time	Max. Marks allowed
Paper-I	Objective Type General Awareness etc. (75 questions)	1 hour	150
Paper-II	Descriptive Type	1 hour	100
Interview			50
Total Marks			300

- A. Simple English, General Awareness and Mathematical Calculation of 8th standard
- B. General awareness / Library aptitude.

Note:

- 1 The questions shall generally be on the minimum qualification level of the post concerned.
 - 2 There shall be no negative marking for wrong answers.
 - 3 The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section i.e. Paper-I and Paper II of the test components.
 - 4 Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
 - 5 The minimum marks for Qualifying in the interview/ personality test shall be 50%.
- C. **Personality Test/ Interview:** The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication and problem solving skills and overall personality etc.