

INSTITUTE OF HOME ECONOMICS

(UNIVERSITY OF DELHI)

F-4, HAUZ KHAS ENCLAVE, NEW DELHI-110 016

S. No.	Name of Post	No. of Post/ Category	Scale of Pay	Eligibility Conditions
1.	Section Officer (Permanent)	1 (UR)	Pay Band, 9300-34800 + Grade Pay Rs.4600/-	Age limit - 35 years Essential: 1. 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 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. 2. Minimum 6 Years of Administrative Experience
2.	Junior Assistant cum Typist (Permanent)	1 (UR)	Pay Band, 5200-20200 + Grade Pay Rs.1900/-	Age limit - 27 years Essential: 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, 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. 2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
3.	Multi Tasking Staff- Laboratory (Permanent)	1 (SC)	Pay Band, Rs.5200-20200 + Grade Pay Rs.1800/-	Age limit - 27 years Essential: 1. Should have passed Senior Secondary (10+2) or an equivalent examination with science subjects. Note: All the direct recruits 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. The existing incumbents as on date of the notification of the Schedule shall continue to remain in their respective department till their promotion as Laboratory Assistant in the common cadre.
4.	Multi Tasking Staff- Library (Permanent)	1 UR (PwD) HH	Pay Band, Rs.5200-20200 + Grade Pay Rs.1800	Age limit - 27 years (Relaxation as per rules) Essential: 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. Certificate in Library Science/Library & Information Science from a recognized Institution. Desirable: Computer as a subject at Secondary level or Basic course in Computer from any Institution.
5.	System and Network Administrator (Contractual post)	1 (UR)	Remuneration: Rs.35,000-40,000 per month (consolidated), depending upon qualification and experience	Age Limit: 35 years Essential Qualifications and Experience: M.C.A/B.E./B.Tech/M.Sc. (Informatics) or equivalent in computer science or related discipline. At least one year of System and Network Administration experience in an organization for general domain system administration with user accounts management, network administration, security administration, web-server and database administration. Desirable Qualifications: Microsoft MCSA Cisco CCNA, CISSP and/or any other equivalent certifications. Duration of Appointment: Six Months

NOTE:

- The candidates may specifically mention in their application category to which they belong i.e. UR/SC/ST/OBC.
- The candidates are required to submit the Disability Certificate in the format prescribed by 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
- The candidates already in service must apply through proper channel.
- The college reserves the right to change the number and/or the nature of posts and/or not to fill any or all the posts advertised without assigning any reason thereof.
- Application form can be obtained from office of the College from 9.00 a.m. to 5.30 p.m. on all working days on or before the last date of submission either in person or by sending a self addressed and stamped envelop of A4 size. Application form is also available on the college website <http://ihe-du.com>
- Application on prescribed format, complete in every respect, along with self attested certificates/testimonials may reach the Principal, Institute of Home Economics (University of Delhi) F-4 Hauz Khas Enclave, New Delhi-110016 within 21 days of publication of this advertisement.
- UR : Unreserved, SC : Schedule caste, PwD : Person with disabilities , HH : Hearing Handicapped.

DIRECTOR