The College invites applications on the attached prescribed form for the following posts purely on Contractual Basis.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Post</th>
<th>No. of post</th>
<th>Age</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sr. Technical Assistant (Computer)</td>
<td>UR - 01</td>
<td>35</td>
<td>Educational Qualification Required: Essential:</td>
</tr>
<tr>
<td></td>
<td>Consolidated salary of Rs.19,800/-</td>
<td></td>
<td></td>
<td>A. 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.</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant</td>
<td>UR - 03</td>
<td>30</td>
<td>Educational Qualification Required: Essential:</td>
</tr>
<tr>
<td></td>
<td>Consolidated salary of Rs.15,800/-</td>
<td></td>
<td></td>
<td>A. A Graduate from a recognized University in any discipline with working knowledge of Computers. AND B. Diploma/Certificate of minimum six 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. C. Minimum two years of Administrative Experience.</td>
</tr>
<tr>
<td>No.</td>
<td>Post</td>
<td>Educational Qualification Required: Essential:</td>
<td></td>
<td></td>
</tr>
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<td>-----</td>
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<td>---------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3.  | Library Assistant | 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.  |
| 4.  | Junior Assistant (JACT) | 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 Typewriting through Computers.  |
| 5.  | Library Attendant - M.T.S. | A. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution.  
B. Certificate in Library Science / Library and Information Science from a recognized institution.  |
<table>
<thead>
<tr>
<th></th>
<th>Desirable:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Computer as a subject at Secondary Level or Basic Course in computers from any Institution.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.</th>
<th>Computer Lab Attendant - M.T.S.</th>
<th>UR - 01</th>
<th>27 Years</th>
<th>Educational Qualification Required: Essential:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consolidated salary of Rs.11,000/-</td>
<td></td>
<td></td>
<td>A. Should have passed Senior Secondary (10th) or an equivalent examination with science subjects.</td>
</tr>
</tbody>
</table>

UR-Unreserved, OBC – Other Backward Class, SC- Scheduled Caste, ST-Scheduled Tribe, PWD-Person with Disability, H.H.- Hearing Handicapped, OH-Orthopedically Handicapped

Application on prescribed form along with self attested copies of all relevant certificates should reach to OSD-Principal, Delhi College of Arts & Commerce, University of Delhi, Netaji Nagar, New Delhi - 110 023 by Speed Post on or before 30.05.2016. The list of applicants who are required to appear for the written test and typewriting test will be uploaded on the website of the College i.e. dcac.du.ac.in. No separate communications will be sent to individual applicant for the tests.

The result of tests and date of interview will be notified on the website of the College as well as on the notice board of the College.

Relaxation in case of SC, ST, OBC, PwD and other candidates from University of Delhi system in respect of Age/test score/educational qualification, etc. will be given in accordance with the rules of University.

The College reserves the right to change the No./Nature of posts or not to fill any post.

Copy to:

1. College Website College
2. College Notice Board
3. University of Delhi Website

O.S.D-PRINCIPAL
Application for the post of __________________________

Category ____________________________________________

(do you belong to Scheduled Caste/ Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) if yes, please indicate and attach a photocopy)

1. Name: ____________________________________________

2. Father’s Name: ________________  Mother’s Name: ________________

3. Date of Birth (in figures): ________________  (in words): ________________

4. Age ____ Years ____ Months ____ Days (as on date: _________ ) Male/Female: ________________

5. Postel Address: ______________________________________

_____________________________________________________

Tel: ________________  Moblie No.: ________________  Email: ________________

6. Last Educational Qualifications: ________________________________

7. Typing Speed (English) ______ wpm, Hindi ______ wpm, Shorthand Speed ______

8. Computer Course (Minimum 6 month): ______________________________________

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Signature of the Applicant ____________________________

Place: __________________________________________

Date: ________________