



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

Dev Nagar, New Delhi-110005.

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QUALIFICATION FOR VARIOUS POSTS OF NON-TEACHING STAFF

1. Administrative Officer - 01 (PwBD-HH)

Pay Level- 10

Age Limit-35 years

Essential:

Good Academic record plus Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for Persons with Disability category)

Desirable:

1. At least 03 years of 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. L.L.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

Note:

All the direct recruits should possess working knowledge of computers.

2. Senior Personal Assistant - 01 (PwBD-VI)

Pay Level- 07

Age Limit-35 years

Essential:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/Educational Institution recognized by the Government.
3. Skill test norms
 - a) Dictation: 10 minutes at an average speed of 100 w.p.m
 - b) Transcription: 40minutes (English) or 55 minutes (Hindi) on computer.
 - c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

3. Semi Professional Assistant-01 (UR)

Pay Level- 05

Age Limit-30 years

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B.Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized institution.

4. Library Attendant -05 (UR)

Pay Level- 01

Age Limit-30 years

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:

1. Computer as a subject at Secondary level or Basic course in Computer from any Institution.

OFTG. PRINCIPAL