



SHYAM LAL COLLEGE (EVENING)

(UNIVERSITY OF DELHI)

G.T. ROAD, SHAHDARA, DELHI-110032

Phone: 01122324883, 22324078

E-mail : principal@shyamlale.du.ac.in Website : www.shyamlale.du.ac.in

Ref. No.E____/2021-2022/

Dated: 24.12.2021

Applications are invited in the prescribed format (through Speed Post only) for the following posts on permanent basis. The full details of the advertisement and application form are available on the university website www.du.ac.in/index.php?page=work-with-du. The last date for receipt of application is within 21 days from the date of publication of the advertisement i.e. 18.01.2022. No application will be entertained after the prescribed date.

S.No	Name of the Post	Pay Level	Age	No. of Posts	Category of post					
					UR	OBC	SC	ST	EWS	PwBD
1	Librarian	10	35	01	01	---	---	---	---	---
2.	Administrative Officer	10	35	01	---	---	---	---	---	01 (MI)
3.	Sr. Technical Assistant (Computer)	06	30	01	---	---	---	---	---	01 (VI (LV))
4.	Assistant	04	30	01	01	---	---	---	---	---
5.	Junior Assistant	02	27	02	---	01	---	---	01	---
6.	MTS (Library)	01	30	03	01	01	---	---	01	---
7.	MTS (Computer Lab)	01	30	01	01	---	---	---	---	---

Abbreviations: UR: Unreserved, OBC: Other Backward Classes, SC: Scheduled Caste, PwBD: Persons with Benchmark Disabilities, MI-Mental Illness, VI (LV)-Visually Impaired (Low Vision). The candidates are instructed to carefully read the eligibility criteria along with the General Instructions to fill-up the application form. Any addendum/corrigendum shall be posted only on the University website. It shall be the responsibility of the Candidates to monitor the same. Recruitment Rules-2020 of University of Delhi will be followed for all the posts.

24/12/2021
(Dr. Ramesh Kumar)
Principal (Actg.)



**Section A:-
Important Date and Fee Details**

Last Date of Submission of Application Form	18 January, 2022 by 5.00 p.m. (The last date for receiving of application will be two weeks from the date of publication of the advertisement in Employment News.)	
Fee Payable by Candidate	General/Unreserved	Rs. 500/- (Non-refundable)
	*OBC(NCL)/EWS	Rs. 400/- (Non-refundable)
	SC/ST/PwBD	Rs. 300/- (Non-refundable)
Date of Examination	To be announced later on Delhi University website i.e. www.du.ac.in/index.php?page=work-with-du	
Duration of Examination	As mentioned in the Scheme of Examination for specific post contained in the Information Brochure	
Timings of Examination	To be announced later on Delhi University website i.e. www.du.ac.in/index.php?page=work-with-du	
Information regarding Admit Card	To be announced later on Delhi University website i.e. www.du.ac.in/index.php?page=work-with-du	

[*OBC-NCL (Other Backward Classes) – NCL (Non-Creamy Layer) as per the Central list of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in>) may mention OBC-NCL (central list) must choose Unreserved / General]

1. The Demand draft should be made in favor of Principal, Shyam Lal College (Evening) payable at Delhi with regard to payment of fee as per their respective categories.
2. The applicants must send their application forms by way of speed post / courier / general dak. No application will be received in the College by hand.
3. The applicants are advised to send their applications well before the due date so that it reaches in the College in time.
4. The applications lost in transit or not received by the College by due date shall not be considered. The College will not be held responsible for not considering such applications.





**Section B:-
Detail of Posts and Qualification:-**

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW

ESSENTIAL QUALIFICATIONS FOR NON –TEACHING POSTS

1. Librarian

1.	Age limit for direct recruitment	35 years
2.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <p>i) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization/digitalization of library.</p> <p>ii) Qualifying in the National Level Test (NET) in the relevant subject conducted by the UGC or any other agency approved by the UGC.</p> <p>iii) Candidates, who are or have been awarded Ph.D. Degree in accordance with the "University Grants Commission (Minimum standards and Procedure for award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Librarian / College Librarian.</p> <p>iv) The Ph.D. Degree of the candidate has been awarded in the regular mode.</p> <p>v) The Ph.D. thesis has been evaluated by at least two External Examiners.</p> <p>vi) Open Ph.D. viva voce of the candidate has been conducted.</p> <p>vii) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal.</p> <p>viii) The candidate has presented at least two papers based on his/her Ph.D. work in Conferences, Seminars sponsored / funded / supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p>Desirable: Post Graduate Diploma in Library Automation and Networking or equivalent.</p>



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	Experience	<p>i) Officer under the Central / State Govt., PSUs, Statutory / Autonomous Bodies / University/ College / Institution. OR</p> <p>ii) Holding analogous post OR</p> <p>iii) With 3 years' service in the pay band of Rs.9300-34800+Grade Pay 4600 or 5 years' experience in the grade pay of Rs.4200/- or equivalent; and at least 7 years' experience in Library works in a reputed educational institute.</p> <p>NOTE: All the direct recruits should possess working knowledge of computers.</p>
3.	Job Requirement	<p>According to the report of Kathpalia Committee, University of Delhi, the job requirement of the post of College Librarian is as under:</p> <ol style="list-style-type: none">1. Performing, supervising / controlling / monitoring the activities of the Library.2. Planning and implementing new techniques and technologies and providing guidance to the Library Staff.3. Correspondence and supervising all administrative and financial jobs, preparing budget proposals, Annual Reports and Agenda notes for various Committee meetings, etc.4. Having Good IT knowledge with experience in handling medium size library independently.5. Looking after the Library systems, Maintenance of books and data base, other regular Library procedures and other administrative work of the department.6. Person should have good communication skills.7. Technical qualification of Library Software will be an added advantage.8. Performing and supervising all professional and technical work relating to books, periodicals, electronic database and other formats documents, collection development, reference, documentation and information, services, information literacy and competency maintenance of library building and user facilities.9. Planning and organizing ICT activities including content development.10. Planning and organizing extension activities.11. Assisting the Principal and all other Library matters including Planning, Organizing, Development and Research.12. Providing the Internet access services and undertaking the maintenance of Hardware / Software and peripherals etc.



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		<p>13. Arrangement of shift / holiday duties and attending the holiday / Sunday / Saturday duties as and when requires.</p> <p>14. Maintaining the discipline in the Library under his/her control and following the rules, regulations procedures.</p> <p>15. In the College Librarian is overall administrative / professional in charge of the jobs / activities listed above and coordinating at all levels within and outside the system.</p> <p>16. Any other jobs assigned from time to time by the Principal.</p>
	Period of probation (if, any)	01 year for the Direct Recruits.
4.	Method of Recruitment, whether by Direct Recruitment or by Promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment.

2. Administrative Officer

1.	Age limit for direct recruitment	35 years
2.	Educational & other qualification required for direct recruitment	<p>Essential: Good Academic Record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>Desirable:</p> <p>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.</p> <p>2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.</p> <p>NOTE: All the direct recruits should possess working knowledge of computers.</p>
3.	Period of probation (if, any)	01 year for the Direct Recruits.
4.	Method of Recruitment, whether by Direct Recruitment or by Promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion.</p> <p>50% by Direct Recruitment.</p> <p>Note: Assistant Registrar and equivalent posts shall be eligible for the Higher Pay of Pay Level 11 after 8 years of service provided they have participated in two training programs on Education Administration, each, of approximately four weeks duration and their performance appraisal reports are consistently 'very good'. The higher Pay Level 11 shall be restricted in the case of promotion to senior scale of these posts to 50% of total strength of Assistant Registrar or their equivalent grades, as the case maybe.</p>



3. Senior Technical Assistant (Computer)

1.	Age limit for direct recruitment	30 years
2.	Educational & other qualification required for direct recruitment	Essential: Graduate or Post Graduate in Computer Science/Computer Engineering / Computer Technology / Information Technology/Computer Applications / Electronics/ Electrical / Electronics & Communications. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.
3.	Period of probation (if, any)	01 year for the Direct Recruits.
4.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the Posts to be filled by various methods.	100% by Direct Recruitment.

4. Assistant

1.	Age limit for direct recruitment	30 years
2.	Educational & other qualification required for direct recruitment	Essential: A Graduate from a recognized University in any discipline with good working knowledge of computers.
3.	Period of probation (if, any)	01 year for the Direct Recruits.

5. Junior Assistant

1.	Age limit for direct recruitment	27 years
2.	Educational & other qualification required for direct recruitment	Essential: 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi Typewriting through Computers.
3.	Period of probation (if, any)	01 year for the Direct Recruits.

6. M.T.S. Library

1.	Age limit for direct recruitment	30 years
2.	Educational & other qualification required for direct recruitment	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 Computers from any Institution.

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7. M.T.S Computer Lab

1.	Age limit for direct recruitment	30 years
2.	Educational & other qualification required for direct recruitment	Essential: Should have passed Matriculation (10 th) or an equivalent examination with science subjects from recognized board. Desirable: Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Section C= Skill Test:

The Skill Test shall be qualifying in nature and no additional credits for the same shall be allocated. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II 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/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of short listing the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Section D:-General Conditions For the Applicants

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. A separate application form along with requisite fee has to be submitted for each post. Application form available in the Information Brochure on the Delhi University website i.e., www.du.ac.in/index.php?page=work-with-du
3. College shall conduct the written test for all the posts as prescribed by University of Delhi.
4. The candidates applying under PwD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.
5. The reservation for applicants from OBC (non-creamy layer), SC, ST and Persons with Disability (PwD) categories will be applicable as per University rules. Applicants seeking reservation benefits available for SC/ST/OBC/PwD categories must attach the necessary documents justifying the claim of respective reservation as per Govt. of India list/rules/norms.
6. Candidates belonging to SC/ST/OBC/PwD Categories must attach copy of certificates issued by the competent authority in the prescribed format as stipulated by Government of India. For Candidates

belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section.

7. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

8. Age relaxation will be allowed as per the extant guidelines of University of Delhi.

9. Those who are in employment with state/Central Govt/PSU, must submit a **“NO OBJECTION CERTIFICATE”** from the employer at the time of submission of application / verification of documents. Failure to submit NOC by due date will lead to cancellation of candidature.

10. Canvassing in any form will be treated as disqualification.

11. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected.

12. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.

13. The College reserves the right not to fill up some or all posts advertised, if the circumstances so warrant without assigning any reason.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

15. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

16. The College shall not be responsible for any delay due to technical reasons.

17. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.

18. 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 candidate 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.

19. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

20. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application; they shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multi stage document verification as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

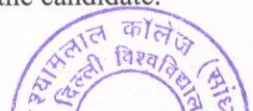
21. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents.

22. The application form with Admit Card duly filled by candidate alongwith the self-attested copies of all testimonials must reach to The Principal, Shyam Lal College (Eve.), Delhi-110032 on or before the last date of submission of application i.e. 18th January, 2021 by 5.00 p.m.

23. The last date for receiving of application will be two weeks from the date of publication of the advertisement in Employment News.

24. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify/withdraw/cancel any communication made to the candidate.

25. In case of any problem kindly send the email to principal@shyamlale.du.ac.in



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Section E: - How to Apply:

Eligible candidates are required to download the application form, available on the Delhi University website i.e., www.du.ac.in/index.php?page=work-with-du

Duly filled application form, along with the fees of Rs.500/-, Rs.400/-, Rs.300/- (For Gen/OBC/EWS/SC/ST/PwBD)) in the form of Demand Draft, drawn in the favour of **“The Principal, Shyam Lal College (Eve.)”**, payable at Delhi, along with attested photocopies of certificates & testimonials should be sent through speed post/registered post to the college. The candidates are required to apply **only through speed post/registered post** super scribing the envelope as **“APPLICATION FOR THE POST OF _____”** CATEGORY: _____

Note: Any addendum/corrigendum shall be posted only on the. Delhi University website.

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(UNIVERSITY OF DELHI)

G.T. ROAD, SHAHDARA, DELHI-110032

Website: www.shyamlale.du.ac.in ; E- mail: principal@shyamlale.du.ac.in

NAME OF THE POST: _____

Details of Application Fee

Amount Rs.....

I.P.O./Bank Draft No. & Date

.....

Post Office/ Bank

.....

**Latest Passport
Size Photograph**

Post Applied for (**in block letters**)

Advt. No. and Date

1. Name (in block letters)

2. Father's / Husband Name (in block letters)

3. Date of birth: Age: Years: Months: (as on 31/12/2021)

4. Nationality: Male/Female: Married/Unmarried:

5. Postal Address (in block letters):

.....

.....

..... Pin Code:

6. Permanent Address (in block letters):

.....

.....

..... Pin Code:

Mobile Number:

7. Do you belong to SC/ST/OBC/EWS, if so, state the name of the Caste/ Tribe and Attach Self-attested certificates:

8. Are you a Person with Disability? If so, give details and attach self-attested certificate issued by competent authority:

9. Academic Qualifications:

Examination	Year of Passing	Subject	Division	%age of marks obtained	School/College attended	Name of Board/ University
Other Distinctions, (if any)						

10. Are you attending any part-time /whole-time course of study? If so, state the name of the Course and the Institution you have joined

11. Experience, if any:

Name of the Institution / Organization	Designation & Scale of Pay	Period	Remarks

12. Indicate the time you will require to join, if selected:.....

13. Knowledge of Computer:

14. Do you know typewriting/ shorthand? If so, state speed:

Shorthand (English/Hindi)/Speed @..... w.p.m

Typewriting (English/Hindi)/Speed @ English w.p.m , Hindiw.p.m.

15. Have you applied for any other post in the College? If so, state the name of the post and date when applied:.....

16. Any other information:

Dated:

Signature of the Applicant

Declaration:

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

Dated:

Signature of the Applicant

Forwarded:

The facts stated in the above application have been verified and found correct.

Dated:

Head of the Department/Institution
(With seal)

Notes:

- Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the original must be produced whenever demanded and at the time of joining, if selected.
- Applicants who are already employed must apply through proper channel.
- One passport size photograph should be pasted on the application form.
- Date and Time for the Examination / Skill Examination / Interview etc., if any, will be intimated through Website of Delhi University as well as College. No separate communication for the same will be made.
- The incomplete application form will be rejected.
- No T.A. / D.A. will be paid for attending the prescribed tests and interview.