

RAM LAL ANAND COLLEGE (EVENING)  
(University of Delhi)  
Benito Juarez Road (Anand Niketan), New Delhi-110021.  
Website: [www.rlac.ac.in](http://www.rlac.ac.in)

Applications are invited on the prescribed Form available at the college office or can be downloaded from the college website for the following non-teaching posts so as to reach the college within 21 days from publication of this advertisement.

Name of the Post	UR	SC	ST	OBC	Max. Age Limit (Years)	Pay Band + Grade Pay (GP) (Rs.)
Assistant	--	1	--	--	30	(PB-1) 5200–20200 +GP 2400
Junior Assistant	--	1	--	--	27	(PB-1) 5200–20200 +GP 1900
Caretaker	--	--	--	1	30	(PB-1) 5200-20200 +GP 1900
Jr. Library & Information Asstt./ Library Assistant *	1	--	--	--	27	(PB-1) 5200-20200 +GP 1900 / 2000 * Subject to approval from the University.
MTS -Library	1	--	--	1	27	(PB-1) 5200–20200+GP 1800
MTS-Office	--	--	--	1	25	(PB-1) 5200-20200+GP 1800
MTS-Computer Lab	--	1	--	--	27	(PB-1) 5200-20200+GP 1800

UR: Unreserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; PwD: Persons with Disability.

**1. Assistant – one (reserved for SC category)**

**Educational Qualification Required:**

**Essential:**

1. A Graduate from a recognized University in any discipline with working knowledge of computers, 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. Minimum 2 Years of Administrative Experience**

1. The incumbent is expected to work under the close supervision of Administrative Officer/ Section Officer. He/She should possess an aptitude for drafting/noting in English, office procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational Administration/Examination/ /House Keeping/Establishment /HR/Legal/Purchase/Accounts & Finance/Project Management/Public Relations.
2. All the Candidates for direct recruitment 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.
3. 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.
4. All direct recruits should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

**2. Junior Assistant - one (reserved for SC category)**

**Educational Qualification Required:**

**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.

Note:-

1. The incumbent is expected to work under the close supervision of Administrative Officer/Section Officer. He should possess an aptitude for drafting/noting in English, Office procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational Administration/Examinations/House Keeping/Establishment/HR/Legal/Purchase/Accounts & Finance/Project Management/Public Relations.

2. All the candidates for direct recruitment 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.

3. 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.

**3. Caretaker - one (reserved for OBC category)**

**Educational Qualification Required:**

**Essential:**

1. Senior Secondary School Certificate (+2) with ITI Trade Certificate or an equivalent qualification in Electrical / Civil Plumbing / Air Conditioning.

OR

A degree / diploma in Mechanical / Electrical / Civil / Electronics Engineering or equivalent.

2. At least 3 years experience in the field, preferably in a Government department / organization or commercial establishment of repute.

**4. Jr. Library & Information Assistant/Library Assistant – one (UR)**

**Educational Qualifications Required:**

**Essential:**

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education /University / Govt. recognized institutions.

2. Certificate in Library Science / Library and Information Science from a recognized institution.

3. Computer Course at Sr. Secondary Level or Basic Course in Computer

Science / Word Processing from a recognized institution.

Note: The incumbent is generally expected to undertake the duties as contained in the Recruitment Rules (Non-teaching Employees), 2008 and its amendments.

**5. MTS – Library – two (one UR; one reserved for OBC category)**

**Educational Qualification Required:**

**Essential:**

1. Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Govt. recognized institution.
2. Certificate in Library Science / Library and Information Science from a recognized institution.

**Desirable:**

Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

Note: The incumbent is generally expected to undertake the duties as contained in the Recruitment Rules (Non-teaching Employees), 2008 and its amendments.

**6. MTS – Office - one (reserved for OBC category)**

**Educational Qualification Required:**

**Essential:**

Matriculation or equivalent pass.

**7. MTS – Computer Lab – one (reserved for SC category)**

**Educational Qualification Required:**

**Essential:**

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.

General Conditions / notes:-

1. Prescribed Application Forms can be downloaded from the college website or can be obtained from the College office between 2.00 p.m. and 7.00 p.m. on all working days.
2. Upper Age Limit will be calculated on the closing date of the applications.
3. Relaxation in age limit to reserved category viz. SC/ST/OBC/PwD etc. and other specified categories of persons will be as per the Govt. guidelines and University rules. Candidates belonging to reserved categories should submit caste certificates issued in their own names. The certificates of OBC candidates should mention non-creamy layer status. Only those OBC candidates would be considered under the reserved category of OBC whose caste is listed in the Central List for OBCs.
4. Upper age limit prescribed for direct recruits shall also be relaxable upto a maximum of 5 years or the number of years (in completed years) whichever is less provided they rendered service in the same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/ Public Sector Undertakings rendered at least three years regular service in the same or allied field.
5. Upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates provided they have rendered at least three years regular service in the University.
6. Candidates serving in Government/Autonomous Bodies/PSUs etc. are required to send their applications through proper channel.
7. The college reserves the right not to fill up any /all the advertised posts; change the number of posts, if circumstances so warrant.
8. Before applying for the post, candidate should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement. The college would be free to reject application at any stage of the recruitment process, if the candidate is found ineligible for the post.
9. Applicants must apply in the prescribed Form of the College. Applications not submitted in the prescribed Form may be rejected without assigning any reason.
10. Separate Application Form be filled in by the candidates for each post if he/she wishes to apply for more than one post.
11. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for test/interview. The college may shortlist the candidates for test/interview in case the number of applications received is large for the post/s advertised.
12. No TA/DA shall be paid to any candidate for appearing in the written test /skill test/ interview.
13. Scheme of the Examination for the posts advertised will be placed on the college website separately in due course of time.
14. Duly filled Application Form alongwith attested/self-attested copies of educational certificates (starting from Matriculation), experience, caste etc. must reach the **OSD – Principal, Ram Lal Anand College (Evening), Benito Juarez Road (Anand Niketan), New Delhi-110021**, within 21 days of publication of this advertisement.

OSD - Principal