**Govt. of NCTD**

**Delhi Pharmaceutical Science & Research University**

(Established under the Delhi Act 07 of 2008)

**Pushp Vihar, Sector-III, New Delhi-110017**

Applications are invited for the following posts on regular basis in Delhi Pharmaceutical Science & Research University:

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| **S.No.** | **Name of the Post** | **Age** | **Qualification** | **Scale of Pay** | **No. of Posts** |
|  | **Computer Programmer** | Not exceeding 35 years | **Essential:**B.Tech (Computer Science and Engineering)/ Master’s degree in Computer Science/ Application / MBA (IT) /DOEACC, ‘B’ level with three years’ post qualification experience in computer operations.ORBachelor’s degree in any pharmacy or allied sciences or its equivalent grade with four years of post qualification experience in computer operations.ORMasters degree in science with post graduate diploma in computer application with three years of post qualification experience in computer operations. | 9300-34800-GP-4800 PB- II | UR-01 |
|  | **Security Officer** | Not exceeding 30 years  | **Essential** 1. Bachelor degree from a recognized university/ Institute with 5 years experience in supervising position in Army/ central paramilitary Forces/ Govt. organization/ educational/ Private organization.
2. Preference will be given to the persons who have served in the Army/ Central Paramilitary Forces or such uniformed services and possessing a valid Arms license.

**Desirable** 1. Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.
2. Possessing a Diploma certificate in Security operations/ Fire safety and disaster manager from a University/ Institute/ reputed organization.
 | 9300- 34800 Grade Pay 4600 PB- II | UR-01 |
|  | **Assistant Computer Programmer**  | Not exceeding 30 years  | **Essential:**B.Tech (Computer Science and Engineering)/ Master’s degree in Computer Science/ Application / MBA (IT).ORBachelor Degree in ComputerApplication/B.Sc (Electronics)/ B.Sc (IT)/ B.Sc (Maths) or B.Pharma having experience in drug design Programme from a Govt. recognized University or Institute.ORThree year Diploma in Computer Science of Application from a recognized University or Institute with Two years experience in Electronics data processing work including experience of actual programming.OR ‘A’ Level Diploma in Department of Electronics Accredited Computer Courses Programme with one year experience in electronic data processing work including experience of actual programming.  | Rs 9300-34800-GP-4600 PB-II | OBC-01 |
|  | **Section Officer** | **Not exceeding 30 years** | **Essential** 1. Graduate from recognized University/Institution.
2. Atleast three years post qualification experience in handling educational administration / General Administration / Purchase / Accounts / Finance / IT / Banking /Marketing in a University/ Research Institution / Government Departments / Bodies / PSU / Industry of repute.

**Desirable** 1. Professional qualifications like LLB or PG Diploma in Business Administration or MCA / PGDCA or CA (Inter)/ ICWA (Inter)
 | 9300- 34800 Grade Pay 4600 PB- II | UR-02 |
|  | **Office Assistant** | 18 – 27 Years | **Essential:**1. Senior Secondary School Certificate (+2) or its equivalent from recognized Board/ University.
2. A typing speed of 35 WPM in English.
3. Proficiency in Computer is desirable.
 | 5200- 20200 Grade Pay 1900 in PB - I | 05(UR-3, OBC-1, SC-1) |
|  | **Data Entry Operator** | 18 – 27 Years | **Essential** 1. Senior Secondary School Certificate (+2) or its equivalent with 50% in aggregate from recognized Board/ University.
2. One Year experience in Data Handling and Processing.
3. A typing speed of 35 WPM in English.

**Desirable** 1. Should have good proficiency in M.S. Office.
 | 5200- 20200 Grade Pay 1900 in PB - I | 02(UR-01, OBC-01) |
|  | **Driver** | 18 – 27 Years | **Essential** 1. 10th pass from recognized Board/ Institution.
2. Possession of a valid driving license of the motor vehicle from any Regional Transport Authority of any State / UT, knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle).
3. Experience of driving a motor vehicle / car for Three Years.
4. Residence of the Candidates near the University and experiment of working with Class 1 Officer as driver is desirable

**Note-I.** A driving test will be conducted. | 5200- 20200 Grade Pay 1900 in PB - I | OBC-01 |
|  | **Cook** | 18 – 27 Years | **Essential** 1. 10th pass from recognized Board/ Institution.
2. Should have experience of cooking in Indian and Western dishes in general from a Hotel or Guest House of repute.
3. Should possess sound health and clean habits.

**Desirable** 1. Certificate course in catering or cooking from a recognized institute.
 | 5200- 20200 Grade Pay 1900 in PB - I | UR-01 |
|  | **EPABX Operator** | 18 – 27 Years | **Essential:**1. Senior Secondary School Certificate (+2) or its equivalent with 50% in aggregate from recognized Board/ University.
2. Two Year experience in handling of EPABX machine
3. Good Voice and Fluent in English and Hindi.
 | 5200- 20200 Grade Pay 1900 in PB - I | UR-01 |
|  | **Lab Attendant**  | 18 – 27 Years | **Essential:**10th pass from recognized Board/ Institution.**Desirable** 1. 12th Pass
2. Experience of working in Government Institution / Universities.
3. Experience in handling of laboratory animals or Chemicals is desirable.
 | 5200- 20200 Grade Pay 1800 in PB - I | UR-02 |
|  | **Peon** | 18 – 27 Years | **Essential:**10th pass from recognized Board/ Institution.**Desirable** 1. 12th Pass
2. Experience of working in Government Institution / Universities.
3. Experience in handling of laboratory animals or Chemicals is desirable.
 | 5200- 20200 Grade Pay 1800 in PB - I | 03(UR-2, OBC-01) |

**Registrar, DPSRU**