



UNIVERSITY OF DELHI

Advt. No.Estab.IV/238/2012/

Dated: 19.7.2012

Applications are invited on the prescribed Application Form for the following posts so as to reach the Registrar, University of Delhi, Delhi – 110 007 latest by **21st August, 2012** or within three weeks from the date of publication of this advertisement in the Employment News whichever is later:

S.No.	Posts
1	Chief Medical Officer - 1 UR
2	Deputy Registrar - 4 UR
3	Executive Engineer - 1 UR
4	Joint Director, DHMI - 1 ST & 1 OBC
5	Radiological Safety Officer - 1 UR
6	Assistant Director, DHMI - 1 UR & 1 ST
7	Legal Assistant - 2 UR
8	Assistant Manager, Guest House - 1 UR

Note: For details, please see University website www.du.ac.in or Employment News dated 04.08.2012.

REGISTRAR

QUALIFICATIONS

Advt.No.Estab.IV/238/2012

Dated: 19.7.2012

WUS HEALTH CENTRE

**1. Chief Medical Officer
(Direct recruitment or by Deputation)**

Pay Band - ₹37400-67000 (PB-4) + GP ₹10000

Essential:

1. A Medical qualification included in the first or the second part of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of educational qualification included in part II of the third schedule should fulfill the conditions stipulated in section 13(3) of the Indian Medical Council/1956.
2. Recognized Post-Graduate degree, preferably in Medicine and at least ten years experience after obtaining post-graduate degree, preferably in a large hospital out of which at least five years should be administrative experience in managing the hospital or the Department of the speciality concerned in a responsible position.

AGE LIMIT: PREFERABLY BELOW 55 YEARS

**2. Deputy Registrar
(on Deputation/short term contract basis including re-employment)**

Pay Band - ₹15600-39100 (PB-3) +GP ₹ 7600

(PB-4 Rs. 37400-67000 + GP Rs. 8700 after completion of 5 years regular service in the grade as per MHRD guidelines.)

Essential:

1. A Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale (5% relaxation in marks for SC/ST category)
2. 9 years experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration
Or
Comparable experience in Research Establishments and/or other Institutions of Higher Education
Or
5 years of administrative experience as Assistant Registrar or in an equivalent post

Desirable:

1. Experience in University administration and familiarity with the working of university bodies and institutions.
2. Thorough knowledge of service matters or accounts/budget or conduct of examinations.
3. MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil./Ph.D. qualifications

AGE LIMIT: 45 YEARS

3. **Executive Engineer**
(on Deputation basis)

Pay Band - ₹ 15600-39100 (PB-3) + GP ₹ 6600

Essential:

1. Graduate in Civil Engineering from a recognized University, possessing good working knowledge of Electrical Engineering.
2. At least 15 years experience in RCC design, cost estimating and in designing constructing and maintaining buildings, roads and utility services like water supply sanitary gas and electric installations and sewage system.
3. At least 10 years administrative experience in a responsible position in a government organization or University/ Research Institute of Higher Learning / reputed Public Sector Undertaking out of which 5/8 years as Assistant Executive Engineer/ Assistant Engineer in the pay scale of Rs. 8,000- 13,500/ 6,500-10,500/-.
4. Well conversant with contract law and CPWD/PWD accounting procedure.

Desirable:

Experience in planning, Architecture, Urban designing/management, supervision/ construction of multi storeyed building, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc.

AGE LIMIT: 45 YEARS

4. **Joint Director, DHMI**

Pay Band - ₹15600-39100 (PB-3) + GP ₹7600

Essential:

1. A Master's degree in Hindi or any of the following subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi with at least 55% marks or an equivalent grade of B in the seven point scale with letter grade O,A,B,C,D,E & F. (5% relaxation for SC/ST category)
2. Ph.D or equivalent degree (in relevant subject).
3. At least eight years of teaching and/or Post-Doctoral Research or Publication and/or Translation work.

Desirable:

Experience in a responsible position in one or more of the following fields/areas:

1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education.
2. Scientific & Technical Terminology.
3. Research Experience in promotion of Hindi literature in a University or Institution of Higher Learning.
4. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts.

Note: Preference will be given to candidates who are holding additional Master degree in Hindi or Social Sciences.

AGE LIMIT: 45 YEARS

5. Radiological Safety Officer

Pay Band - ₹15600-39100 (PB-3) + GP ₹7600

Essential:

Ph.D or M.Sc in Physics or in any relevant discipline with 1 year diploma in Radiation Safety from an institute duly approved/certified by AERB.

Experience:

At least five years experience in Group A post in the Pay Band-3 Rs.15600-39100 plus Grade Pay of Rs. 5400/- in a Government research institution/organization.

Duties and responsibilities:

The incumbent shall be responsible to perform the duties of the Radiological Safety Officer as per the Atomic Energy Radiation Protection) Rules, 2004 as amended from time to time. Any other duty assigned by the competent authority from time to time

For appointment on deputation basis:

Persons possessing the educational qualification prescribed above and working in a similar line in Central/State Govt./ Defence Services /Autonomous Body/PSU, etc. in the analogous post or three years experience in PB-3 Rs.15600-39100 plus Grade Pay of Rs.6600/- or five years experience in PB-3 Rs.15600-39100 plus Grade Pay of Rs.5400/- on regular basis.

AGE LIMIT: 45 YEARS

6. Assistant Director, DHMI

Pay Band - ₹15600-39100 (PB-3) + GP ₹5400

Essential:

1. A Master's degree in Hindi or any of the following Social Science subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi with at least 55% marks or an equivalent grade of B in the seven point scale with letter grade O,A,B,C,D,E & F. (5% relaxation for SC/ST category)
2. At least three years' teaching and/or research work relating to the field of promotion of Hindi language/high standard translation/book publishing work in Hindi.

Desirable:

1. M.Phil or Ph.D in Hindi with published work.
2. Experience in Book Promotion, Printing & Publication in promotion of Hindi language for higher education.

Note: Preference will be given to candidates who are holding additional Master degree in Hindi or Social Sciences.

AGE LIMIT: 45 YEARS

7. **Legal Assistant**
(On Retainership basis)

Pay Band - ₹9300-34800 (PB-2) + GP ₹ 4200

Essential:

1. Degree in Law (Professional) from a recognized University with at least second division.
2. At least 3 years experience in handling court cases in a government / semi government organization and/ or practice before High Court or Lower Court in Civil/ Labour matters.
3. Hands on Experience in computers.

Desirable:

1. PG Degree with high second division (55% marks).
2. Diploma in IPR or Labour Laws.
3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees.

Note: Appointment shall be initially for one year, renewable (based on performance) on year to year basis upto maximum of 5 years.

AGE LIMIT: 30 YEARS

8. **Assistant Manager, Guest House**

Pay Band - ₹9300-34800 (PB-2) + GP ₹ 4200

Essential:

B.Sc in Hotel Management or Hospitality Administration from a recognized University with at least 5/3 years experience in a supervisory capacity in catering, accommodation operations, and / or food & beverage management, in a reputed Hotel / Guest House of commercial or educational establishment.

Or

A degree from a recognized University with a Diploma in Hotel Management or Catering Technology from an Institution recognized by the Government with atleast 6 years in a supervisory capacity in catering, accommodation operations, and / or food & beverage management, in a reputed Hotel / Guest House of commercial or educational establishment.

Desirable:

Preference will be given to persons served as JCOs in the catering core of the Armed forces of the Union.

AGE LIMIT: 35 YEARS

General Conditions:

1. Application form and details regarding qualifications is available at the University website www.du.ac.in.
2. The University reserves the right to conduct written test. Scheme of examination, components of written test, syllabus etc., if any, will be intimated to the candidates concerned in advance.
3. The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
4. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in 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.
5. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
6. The 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.
7. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. An Ex-serviceman candidate has to produce a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
8. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
9. Mere fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the test / interview, as applicable.
10. Candidates serving in Government/Public Sector Undertakings (including Boards) are required to send their applications through proper channel.

11. No correspondence or personal enquires shall be entertained by the University.
12. Canvassing in any form will be treated as disqualification.
13. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected.
14. 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.
15. Relaxation of any of the qualifications or experience may be made in exceptional cases on the recommendations of the Selection Committee.
16. The number of posts advertised may vary, and the University reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

REGISTRAR

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

आवेदन सं. Appl. No.....
(कार्यालय द्वारा भरा जाए)
(To be filled in by the office)

गैर-शैक्षिक और तकनीकी पदों के लिए आवेदन-पत्र
Application Form for Non-Teaching and Technical Posts

(कृपया आवेदन-पत्र भरने से पहले अंत में दी गई टिप्पणियां अवश्य पढ़ें)
(Please read the notes given at the end before filling the form)

यहाँ पासपोर्ट
आकार का
साक्ष्यांकित फोटो
चिपकायें Please
paste duly
attested passport
size photograph
here

पद (जिसके लिए आवेदन किया है) Post applied for

विभाग का नाम(जिसमें वह पद भरा जाना है) In the Department of.....

विज्ञापन संख्या Advt. No. Estab.IV/.....दिनांक Dated.....

1. नाम (स्पष्ट अक्षरों में):.....

Name (in block letters):.....

2. पिता/पति का नाम Father's/Husband's Name.....

3. (i) जन्मतिथि Date of Birth (अंकों में in figures).....

(शब्दों में in words):

(ii) आयु Age :.....वर्ष Years : माह Months (as on date:तिथि को)

दूरभाष संख्या Tel. No.....मोबाइल सं. Mob. No..... ई-मेल Email ID.....

4. राष्ट्रियता Nationality :पुरुष Male/महिलाFemale:.....विवाहित Married/अविवाहितUnmarried:.....

5. पत्र व्यवहार का पता Postal Address:

स्थायी पता Permanent Address:

.....

.....

.....

.....

.....

.....

पिन कोड Pin Code:.....

पिन कोड Pin Code:.....

6. (क) वर्तमान मूल वेतन एवं भत्ते (a) Present Basic Pay and Allowances (पूरा विवरण दें give details):

.....

(ख) वेतनवृद्धि की अगली तिथि (b) Date of next increment :.....

(ग) वर्तमान पद पर सेवा-निवृत्ति की आयु (c) Age of retirement in Present Post:.....

7. (क) क्या अभ्यर्थी कोई पेन्शन हितलाभ प्राप्त कर रहा है ? यदि हाँ, पेन्शन तथा पेन्शन समतुल्य उपदान की राशि को अवश्य लिखें (a) Whether the candidate is receiving any Pension benefits? If so, the amount of pension and pension equivalent of gratuity must be indicated.

.....

(ख) क्या अभ्यर्थी विश्वविद्यालय में नियुक्ति के लिए चुने जाने पर अपने वर्तमान पद से समयपूर्व सेवा-निवृत्ति लेने पर कोई पेन्शन लाभ पाने का हकदार है । यदि हाँ, पेन्शन तथा पेन्शन हितलाभ की राशि को अवश्य लिखें (b) whether the candidate would be entitled to any pension benefits on his premature retirement from his present post, if selected for appointment in the University. If so, indicate the amount of pension and the pension benefits.

.....

(कृ.पृ.उ.प.त.ओ)

8. क्या आप भूतपूर्व सैनिक/निःअशक्त सुरक्षा कर्मिक /किसी ऐसे सुरक्षा कर्मिक के आश्रित हैं जो किसी सैनिक कार्रवाई में मारा गया हो ? यदि हाँ, तो इस बारे में प्रमाण-पत्र की प्रतिलिपि संलग्न कीजिए Are you Ex-Serviceman/Disabled Defence Personnel/Dependent of Defence Personnel Killed in action? If so, attach copy of the Certificate:.....

9. शैक्षिक/तकनीकी योग्यताएं Educational/Technical Qualifications:

उत्तीर्ण परीक्षा Examination Passed	उत्तीर्ण होने का वर्ष Year of Passing	विद्यालय /महाविद्यालय /विश्वविद्यालय का नाम School/College/ University attended	श्रेणी Div.	प्रतिशत % age	परीक्षा के विषय Subjects offered

10. विशेष रुचि, यदि हो तो Special interest, if any:.....
.....
.....

11. अनुभव,यदि कोई हो (प्रशासनिक/तकनीकी/अन्य कोई) Experience, if any (Administrative/Technical/Any other):

कार्यालय का नाम, जिसमें कार्य किया है/ कार्य कर रहे हैं Office in which worked/working	पदनाम Designation स्थायी/अस्थायी Permanent/Temporary	अवधि Period		सेवा अवधि(वर्ष व माह में) Length of Service(in Years & Months)	वेतन बैंड तथा ग्रेड वेतन Pay Band & Grade Pay
		से From	तक To		

12. क्या आप टंकण/आशुलिपि जानते हैं? यदि हाँ, तो गति बताइए Do you know typewriting/shorthand? If so, state speed:

अंग्रेजी English	हिंदी Hindi
आशुलिपि Shorthand.....श.प्र.मि.w.p.m.श.प्र.मि.w.p.m.
टंकण Typewritingश.प्र.मि.w.p.m.श.प्र.मि.w.p.m.

(कृ.पृ.उ.P.T.O)

13. कोई अन्य जानकारी Any other information:.....
.....
.....
.....

14. क्या आपने इस विश्वविद्यालय में किसी और पद के लिए भी आवेदन किया है ? पूरा विवरण दें Have you applied for any other post in the University? give details:.....
.....
.....

15. चयनित होने की स्थिति में पदभार ग्रहण करने के लिए अपेक्षित समय अंकित करें Indicate the time you will require to join, if selected.....

दिनांक Dated:.....

.....
आवेदक के हस्ताक्षर Signature of the Applicant

घोषणा Declaration

मैं घोषित करता हूँ /करती हूँ कि इस आवेदन-पत्र में दिया गया समस्त विवरण मेरी पूरी जानकारी और विश्वास के अनुसार सत्य है ।

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

दिनांक Dated:.....

.....
आवेदक के हस्ताक्षर Signature of the Applicant

(केवल कार्यरत आवेदकों के लिए For applicants in Employment.)

इस आवेदन-पत्र में दिए गए सभी तथ्यों की जांच कर ली गई है और वे सत्य पाए गए हैं The facts stated in the above application have been verified and found correct.

दिनांक Dated:.....:

.....
विभाग/संस्था के अध्यक्ष के मोहर सहित हस्ताक्षर
Head of the Department/Institution (With Seal)

टिप्पणियां Notes :

- (i) सभी संबंधित प्रमाण-पत्रों, उपाधियों, शंसापत्रों आदि की साक्ष्यांकित प्रतियाँ आवेदन-पत्र के साथ संलग्न की जानी चाहिए और मूल प्रतियाँ साक्षात्कार के समय तथा चयन के बाद कार्यभार ग्रहण करने के समय प्रस्तुत की जानी चाहिए Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
- (ii) सेवारत आवेदकों को अपने आवेदन-पत्र अपने नियोक्ताओं के माध्यम से भेजना चाहिए Applicants who are in employment should send their applications through proper channel.
- (iii) अधूरा भरा हुआ आवेदन-पत्र स्वीकार नहीं किया जाएगा The incomplete application form will be rejected.
- (iv) निर्धारित परीक्षा और साक्षात्कार के लिए उपस्थित होने के लिए कोई यात्रा भत्ता / दैनिक भत्ता नहीं दिया जाएगा No. T.A/D.A will be paid for attending the prescribed tests and interview.
- (v) यदि आवश्यक हो, तो अतिरिक्त पृष्ठ संलग्न करें Attach additional sheets, if necessary
- (vi) कृपया आवेदन-पत्र वाले लिफाफे पर "..... के पद हेतु आवेदन" लिखें Please mention " Post Applied for....." on the envelope containing the application form.