Equal Opportunity Cell
Tutorial Building, Faculty of Arts
University of Delhi

Job Advertisement

Date: 31ST October 2012

Applications are invited for the following contractual posts:

1. **Technician**: – 02 post at consolidated salary of Rs. 11500/- p.m

Job Description: The person will work as trainer for students with disabilities (VH/OH/HH) and conduct ICT classes. Upkeep and maintenance of ICT lab is also the part of job profile

Essential Q ualification: Pass in class XIIth or higher
Certificate/Diploma or equivalent course in Computers.

Desirable:
1. Persons with prior experience of working with PwDs and having the knowledge of assistive devices/softwares used by PwDs (VH/OH/HH) will be preferred.
2. Certificate/ diploma in Indian Sign Language

2. **Accounts Assistant**- 01 post at consolidated salary of Rs. 11500/- p.m

Job Description: Maintain accounts books. Visiting to the Banks & Accounts office, Preparation and processing of bills etc.

Essential Qualification: 1.Graduation in Commerce stream
2. Minimum 1 year experience in Accounts preparation/maintenance etc.
3. Knowledge of Computers (Word/Excel) and Office Work

Desirable:
Persons with prior experience of working with an University/Academic institution will be preferred.

3. **Braille Printer Operator:** – 01 post at consolidated salary of Rs. 11000/- p.m.

Job description: The job involves operation of the Index Braille Embosser and the Braille Transcription software for printing of Braille books. The candidate also has to supervise the e-text books production which involves scanning, proofreading and mark-up.

Essential qualifications: 1.Pass in class XII or higher
2. Diploma or equivalent course in Computer
3. Knowledge of Braille/experience of working with visually impaired

Desirable:
Degree/Diploma in Special Education
Experience of working in any Braille press
Knowledge of Hindi/English typing
Knowledge of Braille Transcription Software

4. **Reader for visually impaired-** 01 post at consolidated salary of Rs. 8000/- p.m.

Job Description- The person will read books for visually impaired, record talking books, edit/type English and Hindi books.

 Essential Qualification:
  1. Graduation in any stream
  2. Certificate/Diploma in Computer Applications

 Desirable:
  Post Graduation
  Knowledge of Hindi/English Typing

5. **Carer -** 02 post at consolidated salary of Rs. 5000/- p.m

 Job description: Assist in operation of the EOC bus and help students with disabilities in using the bus service, Assist in office work, Help PWDs especially mobility impaired in moving around & use the Resource Centre services

 Essential qualification:
 The candidate should have passed Class X from recognized board.

 Desirable: Experience of working with persons with disabilities and pass in Class XII

The applications with the latest CV should reach the EOC Office by 5 pm on 10 November, 2012. Interviews/Test (written & Computer typing) may be held for selection. Dates for the same will be intimated later on.

OSD, EOC

विशेष कार्याधिकारी (ओ.एस.डी.)
Officer on Special Duty
समान अवसर प्रकोष्ठ / Equal Opportunity Cell
दिल्ली विश्वविद्यालय
University of Delhi
दिल्ली-110007/Delhi-110007

Coordinator, EOC

Prof. I. Usha Rao
Coordinator
Equal Opportunity Cell
University of Delhi
Delhi-110007