

**INDRAPRASTHA COLLEGE FOR WOMEN**

University of Delhi)

31, Sham Nath Marg, Delhi – 110054

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ipc/86/12

Applications are invited in the prescribed Application Form for the following posts:-

S.N O.	Name of the Post	No. of Posts	UR	SC	ST	OBC	PwD	Max. Age	Pay Band +GP (Rs.)
1.	Semi Professional Assistant	02	2	-	-	-	-	35	5200-20200+GP 2800
2.	MTS – Library	05	-	3	2	-	-	27	5200-20200+GP 1800
3.	Junior Assistant	03	2	-	-	1	-	27	5200-20200+GP 1900

Abbreviation : UR-Unreserved, SC- Schedule Caste, ST – Schedule Tribe, OBC – Other Backward Class, PwD- Person with disability.

Post No.1: Semi Professional Assistant**Essential Qualification:**

1. Graduate in Arts/ Science/ Commerce or any other discipline or any other higher qualification with 50% marks.
2. B.Lib. Sc./ B.L.I.Sc. with 50% marks.
3. Course in Computer application at Graduate or PG level or 6 months Computer course from recognized institution.

Post No. 2: MTS - Library**Essential Qualification:**

1. Passed 10th or equivalent examination from any State Education Board or Govt. 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.

Post No. 3 : Junior Assistant

Essential Qualification:

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. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/ UGC from time to time.
2. Cases of upper age limit will be considered as per the rules of the University.
3. Candidates belonging to SC/ST/OBC and physically handicapped categories should mention their category specifically in their application forms and attach certificate/s of proof from the competent authority. As per Delhi University rules, only Non creamy Layer figuring in the central list of OBC will be considered for posts reserved for OBC category.
4. Application form can be downloaded from the College website : www.ipcollege.ac.in and may also be obtained from the office of the College from 3.00 p.m. to 5.00 p.m. on all working days (Monday to Friday)
5. Candidates already in employment must apply through proper channel. The college reserves the right to change the nature and/ or number of posts advertised or to abolish any or all of them without assigning any reason thereof.
6. Applications in the prescribed format, complete in all respects, together with self attested

of certificates, mark sheets, testimonials etc. must reach the Principal on or before 01 February 2016 through Registered A.D Post. The candidates should clearly mention the post applied for on the envelope.

Please apply on separate Application form, if applying for more than one post.



Principal