



**INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)**

F-4, Hauz Khas Enclave, New Delhi 110016

Ph. No. 011-46018108, 26532402, E-mail: principal.ihe@gmail.com

Website: www.ihe-du.com

Advt. No. IHE/2017/ 1041

Date: 17/07/2017

In continuation to our earlier advertisement in Employment News dated 30.4.2016 and 8.10.2016 (Librarian), 27.08.2016 (Jr. Assistant) applications are invited on prescribed application form to fill up the following non-teaching position in Institute of Home Economics, University of Delhi on permanent basis, under the rules of University of Delhi from time to time.

S. No	Name of Post	Total No. of Posts	Category
1.	Librarian	01	PwD-OH (Orthopedically Handicapped)
2.	Junior Assistant	01	PwD-OH (Orthopedically Handicapped)

Minimum Qualification

1. LIBRARIAN (PB-3) 15,600 – 39,100 + 6,000 A.G.P. (Reserved for OH category)

- 1) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

A relaxation of 5% will be provided at the Graduate and Masters level for the Scheduled Caste/ Scheduled Tribe/ Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) Categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace marks procedures.

- 2) The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulation-2009, Shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian/College Librarian.

Provided further, the award of degree to candidates registered for the M. Phil/Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing

Ordinances / Bylaws/ Regulations of the Institutions awarding the degree and the Ph.D candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian /College Librarian subject to the fulfillment of the following conditions:-

- a. Ph.D degree of the candidate awarded in regular mode only;
- b. Evaluation of the Ph.D thesis by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate had been conducted;
- d. Candidate has published two research papers from/ based on his / her Ph.D. work, out of which at least one must be in a referred journal;
- e. Candidate has made at least two presentations in conferences/ seminars, based on his/ her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellors/ Pro Vice-Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).

Details available in University of Delhi website: www.du.ac.in

2. JUNIOR ASSISTANT (PB-1) Rs.5200-20200 +GP Rs.1900 (Reserved for OH category)

Essential :

- a) 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.

- b) Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Maximum Age Limit: 27 Years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Details on scheme of examination available in University of Delhi website: www.du.ac.in

General Conditions for Candidates

1. The last date for submission of completed application form is within two weeks of this advertisement in Employment News.
2. Age relaxation will be given as per the rules of University of Delhi.
3. The reservation for OBC (non-creamy layer), SC, ST and Persons with Disability (PwD) candidates will be applicable as per the Central Government/ University of Delhi norms. Candidates seeking reservation benefits available for SC/ST/OBC/Persons with Disability must ensure that they are entitled to such reservation as per Govt. of India lists/rules/norms. They should attach copy of the relevant certificate in the format, prescribed by the Union Government, along with the application.
4. The PwD candidates with less than 40% of relevant disability shall not be considered for the post reserved for PwD. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel and Training vide OM No. 360/3/2004- Estt. (Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in.)
5. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
6. Candidates should possess the prescribed qualification and experience as on the closing date of application. Candidates are required to produce specific certificates as per eligibility conditions.
7. 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.
8. The applicants are requested to ensure their eligibility for the post being applied for before filling up their application. It will be the sole responsibility of the candidate to satisfy whether he/she is meeting the prescribed criterion.
9. At the time of appointment or during the tenure of the service the college shall verify the antecedents or documents submitted by a candidate. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the College.
10. The number/category of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised or abolish any or all of them without assigning any reason thereof.

11. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason.
12. The Application will be rejected if it is found that the applicant does not fulfil the eligibility criteria or has misrepresented/suppressed the information.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the College reserves right to modify/withdraw/cancel any communication made to the candidate.
14. Please super-scribe the “Post applied for” (in bold) on the top of the envelope. Please note that application forms shall not be accepted in person. The College shall not be responsible for any delay/loss due to postal or technical reasons.
15. The candidates already in service must apply through proper channel.
16. The details of the advertisement and application form is available on College website: www.ihe-du.com
17. Any addendum/corrigendum shall be posted only on the college website.
18. No T.A or D.A will be paid for appearing in the written/typing test.
19. Applications completed in all respects together with self attested copies of certificates, mark-sheets, testimonials etc. should reach the **Director, Institute of Home Economics (University of Delhi) F-4 Hauz Khas Enclave, New Delhi-110016** within two weeks of this advertisement in Employment News.

Director

Rs. Nil for PwD

F-4, Hauz Khas Enclave, New Delhi -110016
Phone: 26532402 Fax: 26510616

Application No.....

(Please read the notes given at the end before filling the form)

Affix here a
Recent Passport
Size Photograph

Post applied for

- | Examination Passed | Year of Passing | School/College/University attended | Div. | % age | Subject offered |
|--------------------|-----------------|------------------------------------|------|-------|-----------------|
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9. Experience, if any (Administrative/Technical/Any other) :

Office in which worked/working	Designation/ Permanent/Temporary	Period		Length of Experience	
		From	To	Years	Month

10. Do you know typewriting/shorthand? If so, state speed:

Shorthand :w.p.m.....w.p.m.

Typewriting :w.p.m.....w.p.m.

11. Any other information.....
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Dated.....

.....
Signature of Applicant

Declaration

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

Dated.....

.....
Signature of Applicant

For applicants in Employment

The facts stated in the above application have been verified and found correct.

Dated.....

.....
Head of the Department/Institution
(With Seal)

Note

- (i) Attach additional sheets, if necessary.
- (ii) Details of the advertisement is available on College website (<http://www.ihe-du.com>).