Advt.No. IHE/2022-23/Non-Teaching Advt-2022/ 984   **Date:** 24.09.2022

Applications are invited on prescribed application form to fill up one UR post of Senior Technical Assistant (Computer) in the Pay Level-6 as per 7th CPC. Maximum age limit is 30years (Age relaxation will be allowed as per the guidelines of University Of Delhi. Details of the advertisement is available on College website (http://www.ihe.du.ac.in) and University of Delhi website (http://www.du.ac.in). Applications received without complete information or without requisite fees shall be liable to be rejected. The last date for receipt of application is within 21 days from the date of publication of this advertisement.

Any addendum/corrigendum shall be posted only on the college website/ University of Delhi website. It shall be the responsibility of the candidates to monitor the same.

Director

Prof. (Dr.) Geeta Trilok- mar
Director
Institute of Home Economics
F-4, Hauz Khas Enclave
New Delhi-110016

ESSENTIAL QUALIFICATION FOR SR. TECHNICAL ASSISTANT (COMPUTER) POST

1. SR. TECHNICAL ASSISTANT (COMPUTER) – 01 (UR): Pay Level 6 As Per 7th CPC

Essential:

B.E./B.Tech in Computer Science/ Computer Engineering/ Computer Technology/ Information Technology/ Electronics/Electronics & Communications.

OR

M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/Educational institute or commercial/ service industry establishment of repute.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Application which do not meet the criteria given in this advertisement and/ or are found incomplete are liable to be summarily rejected.

2. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material/ information while submitting the application.

3. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 2.12.2016, it has been decided to discontinue interviews for recruitments to all Group'C' Group 'D' (which are now reclassified at Group 'C' posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B)-Part dated 29.12.2015.

   Accordingly, selection for all the above posts shall be based on performance of the candidates in the written test/ skill test/ practical test, etc.

4. The posts shall be filled as per the Recruitment Rules of the University of Delhi. The Qualification and other service conditions shall be as prescribed by the University of Delhi/ U.G.C from time to time.

5. The upper age-limit prescribed or Direct recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.

6. The upper age limit prescribed for Direct recruits in the schedule shall also be relaxed 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 organization(s) under
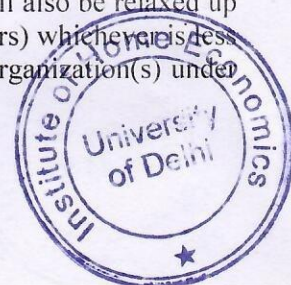
Government Departments/ Statutory or Autonomous bodies/ Universities or their affiliated or constituent colleges/ Public Sector Undertakings.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates or the University/ college(s).
The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/ daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service.

(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on the last date of submission of application.

9. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.

10. Candidates belonging to SC/ST/OBC/PwBD categories should keep ready attested copies of the certificates issued by the competent authority in the prescribed format as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the creamy layer section. An Ex-servicemen 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 defense services should submit a certificate from a competent authority that they will be relieved from defense services.

11. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/ she is applying in accordance with the advertisement. If it is detected at any time in the future – during the process of selection or even after appointment – that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/ her candidature/ appointment shall be liable to be cancelled/ terminated as per rules.

12. All the candidates who are applying for more than one post are required to fill up separate application forms and submit separate fees.

13. Candidate belonging to SC/ST, OBC, EWS and PwBD categories should mention their category specifically in their applications and attach certificate of proof issued by the competent authority.

14. The number of unreserved/ reserved posts advertised may vary. The college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

15. Application received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.

16. All expenses for appearing in written test/s practical or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA/DA shall be paid.

17. Please note that all future correspondence regarding the date of written examination/s, skill test/ Interview etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.

18. The college shall verify the antecedents of the candidate and the documents submitted by him/ her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/ her services shall be liable to be terminated without prejudice to any other action initiated by the college.

19. 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 the right to modify/ cancel/ withdraw any communication made to the candidate.

20. Application fee should be submitted through Demand Draft dawn in favour of "Director, Institute of Home Economics", only as per the details given below:-

Category	Fee (Rs.)
UR/OBC	500/-
No application fee shall be charged from SC/ST/ EWS/PwBD and Women Applicants.	

21. Application should be addressed to :

The Director
Institute of Home Economics
(University of Delhi)
F-4, Hauz Khas Enclave,
New Delhi-110016

22. Application will not be taken directly in the office. Application can be submitted in drop box or by post/courier. In any case applications should be submitted/reached (if by post or courier) on or before the last date for submitting applications. Any application received after last date will not be accepted/ entertained. College will not be responsible for any postal delay.

23. The college reserves the right to fill or not to fill the above mentioned post(s). The number of posts unreserved/reserved may increase or decrease as per DU/UGC rules/Eligibility Criteria and qualification are as per the University of Delhi/UGC norms. To change the nature and/ or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof.

24. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

Director

INSTITUTE OF HOME ECONOMICS
(University of Delhi)
F-4, Hauz Khas Enclave, New Delhi -110016
Phone: 011-47702166

Application No.......................

Application Form for Non-Teaching Posts
(Please read the notes given at the before filling the form)

Affix here a
Recent Passport
Size Photograph

Advt. No..dated.................................

Post applied for ....

Bank Draft No..................................dated....................amounting Rs........................

Drawn on...(Name of Bank)

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1. Name (In Block Letters) : ....

2. Father's/ Spouse's Name : ....

3. (i) Date of Birth (in figure):..

   (in words)..

   (ii) Age (as on date)...........................Years.................Months.........................days.............

4. Nationality ....Sex.................Married/Unmarried:.........................

5. (a) Address for correspondence : ....

   ....

   Tel. No (with STD Code):...Mobile No.: ....

   E-mail:..

   (b) Permanent Address..

   ....

6. Do you belong to Scheduled Casted/Scheduled Tribe/OBC (Central List), PwBD (LD, HI), EWS? If yes, please indicate & attach photocopy of the relevant certificate:...

7. Are you Ex-Serviceman/Disabled Defence Personnel/Development of Defence Personnel Killed in action? If so, attach Certificates ....

8. All Educational Qualifications (from class 10th onwards):

Examination Passed	Year of Passing	School/College/University attended	Div.	% age	Subject offered

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..
....

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)

4.4. Technical Posts:

4.4.1 Scheme of Examination for Direct Recruitment for the post of **SENIOR TECHNICAL ASSISTANT**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **SENIOR TECHNICAL ASSISTANT**

A. **Scheme of Examination:**

Paper -I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		**450 marks**

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40
(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) General science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Senior Technical Assistant (Computer) the questions may be based on computer science and computer applications.

(ii) General awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi:
In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.

The paper will cover the following areas:

Topic	Marks allocated
• Subject specific laboratory based practical questions • Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	**Section 1 – MCQ** 100 marks (50 questions) **Section 2 – Descriptive** 50 marks (5 questions)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.

2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.

3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.

4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.

5. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{th}$ of marks allocated per question.

6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.

7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
   a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
   b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.