

हिन्दू महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
दिल्ली – 110007  
दूरभाष: 011-27667184  
फैक्स: 011-27667284  
ई-मेल: [principal@hinducollege.org](mailto:principal@hinducollege.org)  
[www.hinducollege.ac.in](http://www.hinducollege.ac.in)



Hindu College  
University of Delhi  
Delhi – 110007  
Phone : 011-27667184  
FAX : 27667284  
E-mail : [principal@hinducollege.org](mailto:principal@hinducollege.org)  
[www.hinducollege.ac.in](http://www.hinducollege.ac.in)

Advt. No. HC-1/3079

Dated : 16 January 2024

Application are invited for the following non-Teaching positions

Online Applications are invited in the prescribed form at web link <https://hinducollegerecruitments.in> various non-teaching posts on permanent basis. The complete details of the Advertisement are available on the College website <https://hinducollege.ac.in>. The last date for receipt of application is 09 February 2024 or three weeks from the date of publication of the advertisement in Employment News whichever is later. Any addendum/corrigendum shall be posted only on the College website. It shall be the responsibility of the candidates to monitor the same.

| S.R | Post                       | Group | Pay Level | Age Limit | No. of Post/s | SC | ST | OBC | EWS | UR | PwBD   |
|-----|----------------------------|-------|-----------|-----------|---------------|----|----|-----|-----|----|--------|
| 1   | Lab. Assistant (Botany)    | C     | Level 04  | 30        | 01            | 00 | 00 | 00  | 00  | 01 | 00     |
| 2   | Lab. Assistant (Chemistry) | C     | Level 04  | 30        | 03            | 00 | 00 | 01  | 00  | 02 | 00     |
| 3   | Lab. Assistant (Physics)   | C     | Level 04  | 30        | 04            | 00 | 00 | 01  | 01  | 01 | 01(LV) |
| 4   | Lab. Assistant (Zoology)   | C     | Level 04  | 30        | 01            | 00 | 01 | 00  | 00  | 00 | 00     |
| 5   | Junior Assistant           | C     | Level 02  | 27        | 03            | 00 | 01 | 01  | 00  | 01 | 00     |
| 6   | Laboratory Attendant       | C     | Level 01  | 30        | 33            | 07 | 02 | 11  | 01  | 11 | 01(LD) |
| 7   | Library Attendant          | C     | Level 01  | 30        | 03            | 00 | 01 | 02  | 00  | 00 | 00     |

Abbreviations: UR- Unreserved, OBC-Other Backward Classes, EWS- Economically Weaker Section, ST-Scheduled Tribe, SC-Scheduled Caste, LV-Blindness/Low Vision.Low Vision, LD-Learning Disability

### **LABORATORY ASSISTANT (Physics/Chemistry/Botany/Zoology)**

**Educational and other qualifications required for direct recruitment**

#### **Essential:**

1. Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject.

**OR**

Graduate with relevant subject.

## Junior Assistant

### Educational and other qualifications required for direct recruitment

#### **Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

## Laboratory Attendant

### Educational and other qualifications required for direct recruitment

#### **Essential:**

1. Should have passed 10<sup>th</sup> or an equivalent examination with relevant science subjects from recognized board.

## Library Attendant

1. Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

#### **Desirable:**

Computer as a subject as Secondary level or Basic course in Computers from any Institution.

sd/-  
**Principal**

हिन्दू महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
दिल्ली – 110007

दूरभाष: 011-27667184

फैक्स: 011-27667284

ई-मेल: [principal@hinducollege.org](mailto:principal@hinducollege.org)

[www.hinducollege.ac.in](http://www.hinducollege.ac.in)



Hindu College  
University of Delhi  
Delhi – 110007  
Phone : 011-27667184  
FAX : 27667284  
E-mail : [principal@hinducollege.org](mailto:principal@hinducollege.org)  
[www.hinducollege.ac.in](http://www.hinducollege.ac.in)

### **GENERAL INSTRUCTIONS TO THE CANDIDATES:**

1. As per directive of the University of Delhi Vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, 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 the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.
2. All 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.
3. Age relaxation will be allowed as per guidelines of University of Delhi/UGC. The link for the same is [http://www.du.ac.in/uploads/new-web/17122021\\_RR2020.pdf](http://www.du.ac.in/uploads/new-web/17122021_RR2020.pdf)
4. The upper age limit for the posts advertised shall be determined as on the last date of submission of applications.
5. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel. No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.
6. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/interview. Only short-listed candidates will be called for written test/skill test.
7. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
8. Candidate belonging to SC/ST/OBC/PwBD/EWS categories should keep ready an attested copy of certificates 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. 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 services should submit a certificate from a competent authority that they will be relieved from defence services.
9. 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.

10. All the candidates who are applying for more than one post are required to fill up separate application forms along with prescribed fee.
11. The number of unreserved / reserved posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
12. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
13. 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.
14. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website only
15. 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.
16. 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.
17. All the documents to be uploaded while filling up the online application form shall be self-attested. 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.
18. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

Prof Anju Srivastava  
Principal