



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi - 110078
दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://ddu.collegedu.ac.in>



ELIGIBILITY CONDITIONS ETC. IN RESPECT OF THE FOLLOWING NON-TEACHING POSTS

(Ref. :Advt. No. DDUC/NT/2025/1 dated: 12.02.2025)

➤ SL.No.1

Name of the Post: - Section Officer

Age Limit for Direct Recruitment: - 35 years

Essential Qualifications: -

1. Graduate from a recognized University

Desirable: -

1. Diploma/Certificate of minimum 06 month duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
2. Experience in handling educational administration /General Administration/ Purchase/ Account & Finance in a University / Research Institution/Government Department/PSU.

➤ SL.No.2

Name of the Post: - Senior Technical Assistant (Computer)

Age Limit for Direct Recruitment: - 30 years

Essential Qualifications: -

1. B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications OR
2. 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

➤ SL.No.3

Name of the Post: - Junior Assistant

Age Limit for Direct Recruitment: - 27 years

Essential Qualifications: -

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.



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➤ SL.No. 4

Name of the Post: - Library Attendant

Age Limit for Direct Recruitment: - 30 years

Essential Qualifications: -

1. Passed 10th 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 at Secondary level or Basic course in Computers from any Institution.

➤ SL.No. 5

Name of the Post: - Laboratory Attendant

Age Limit for Direct Recruitment: - 30 years

Essential Qualifications: -

Should have passed 10th or an equivalent examination with science subjects from recognized board.

➤ SL.No.6

Name of the Post: - Computer Laboratory Attendant

Age Limit for Direct Recruitment: - 30 years

Essential Qualifications: -

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.

OFFICIATING PRINCIPAL