

Details of Manpower Requirement for Department of NCT government

Sl. No.	Name of the Post	No. of Persons Required	Minimum Educational Qualification & Experience Required/Preferred	Job Responsibilities	Remuneration
1.	IT Assistant	02	Graduate with 3 years relevant experience in Computer Applications/ Hardware & Networking in Computer Centre/ Lab in University/ Government/ PSU/ Private organization of repute.	To provide IT, Networking, ERP and Hardware support services in the Computer Centre and other divisions of the University.	As per minimum wages set by Labour Department, the remuneration will be given in total Rs. 12,662/- salary per month (ESI & EPF will be deducted as per rule)
2.	Secretarial Assistant	03	Graduate from a recognized University with three years experience of providing Secretarial/ Stenographic Assistance to Senior Officer/Executive in a Govt. organization or private organization of repute. Ability to make independent correspondence within or outside organization.	To provide day-to-day Secretarial Assistance to Senior functionaries in the University. To attend to visitors and keep the engagements of the officer. To prepare minutes of meetings.	As per minimum wages set by Labour Department, the remuneration will be given in total Rs. 12,662/- salary per month (ESI & EPF will be deducted as per rule)
3.	Jr. Library Assistant	01	Graduate from a recognized University with Certificate in Library and Information Science. Two years experience in a similar capacity in a University/College Library/ Institution of Higher Learning/Research Institution. Experience acquired as a Library Trainee in these institutions shall be counted as experience.	To provide support services to the Students and Faculty Members in the University Library System. To coordinate day-to-day activities in the Library and assist the Assistant Librarian/ Deputy Librarian/ Librarian in his/her day-to-	As per minimum wages set by Labour Department, the remuneration will be given in total Rs. 12,662/- salary per month (ESI & EPF will be deducted as per rule)

				day duties.	
4.	Library Assistant	01	<p>Graduate from a recognized University with a Degree in Library and Information Science.</p> <p>At least three years experience in a similar capacity in a University/College Library/ Institution of Higher Learning/Research Institution. Experience acquired as a Library Trainee in these institutions shall be counted as experience.</p>	<p>To provide support services to the Students and Faculty Members in the University Library System.</p> <p>To coordinate day-to-day activities in the Library and assist the Assistant Librarian/ Deputy Librarian/ Librarian in his/her day-to-day duties.</p>	As per minimum wages set by Labour Department, the remuneration will be given in total Rs. 12,662/- salary per month (ESI & EPF will be deducted as per rule)
5.	Estate Supervisor (Technical)	01	<p>(i) A Degree/ Diploma in Civil Engineering from a recognized University/ Polytechnic.</p> <p>(ii) At least three years experience in a similar capacity in a Govt. organization or private organization of repute.</p>	<p>To attend to day-to-day complaints related to civil maintenance and up keeping of buildings and premises of the University Campus.</p> <p>To prepare estimates related to civil maintenance work.</p> <p>To supervise caretakers and other support staff posted with Estate Section.</p> <p>To liaise with the Public Works Department and local bodies in connection with the maintenance work of the Campus.</p> <p>To assist the supervisory officers in the Estate Section in their day-to-day</p>	Rs. 17,000/- per month

				functioning.	
6.	Store Supervisor	01	<p>(i) Graduate or Equivalent Army/Navy/Air Force qualification.</p> <p>(ii) Ten years experience in maintenance of Stores in the Armed Forces of the Union (Army/ Navy/ Air Force) not below the rank of Jr. Commissioned Officer (JCO) with 'Exemplary' service.</p>	<p>To supervise the general stores of the University and responsible for its maintenance.</p> <p>To monitor the asset register of Stores.</p> <p>To assist the Senior Officers in the general administration in their day-to-day functioning related to stores.</p>	Rs. 20,000/- per month
7.	Store Keeper	01	<p>(i) Senior Secondary School Certificate from a recognized Board or equivalent Army/Navy/Air Force qualification.</p> <p>(ii) At least five years experience in maintenance of stores in the Armed Forces of the Union (Army/ Navy/ Air Force) not below the rank of Havildar or its equivalent with 'Exemplary' service.</p> <p>(iii) Working knowledge of Computers.</p>	<p>To maintain the general stores of the University and responsible for its maintenance.</p> <p>To maintain the asset register of Stores.</p> <p>To assist the Senior Officers in the general administration in their day-to-day functioning related to stores.</p>	Rs. 17,000/- per month
8.	Multi Tasking Staff (MTS) (Electrician)	01	<p>(i) 10th Pass from recognized School/Board</p> <p>(ii) ITI Diploma in Electricals Trade</p> <p>(iii) At least five years relevant experience in a Govt./Private organization of repute.</p>	<p>To attend electrical maintenance work.</p> <p>To attend electrical complaints and maintenance of complaint</p>	As per minimum wages set by Labour Department, the remuneration will be given in total Rs. 11,622/- salary per month (ESI & EPF will be deducted as per rule)

				register. To assist the supervisory staff i.e. Caretaker/ Estate Supervisor/ JE in their day-to-day duties.	
9.	Multi Tasking Staff (MTS) (Plumber)	01	(i) 10 th Pass from recognized School/Board (ii) Should possess ITI Certificate in Plumbing. (iii) At least five years relevant experience in a Govt./Private organization of repute.	To attend plumbing maintenance job. To attend plumbing complaints and maintenance of complaint register. To assist the supervisory staff i.e. Caretaker/ Estate Supervisor/ JE in their day-to-day duties.	As per minimum wages set by Labour Department, the remuneration will be given in total Rs. 11,622/- salary per month (ESI & EPF will be deducted as per rule)
10.	Multi Tasking Staff (MTS) (Office Attendant)	04	10 th Pass from a recognized School/Board with at least two years experience in a similar capacity in a Govt./Private organization of repute. OR ITI Trade Certificate from a recognized Institute in a relevant field like Computer/DTP Operator, Library and Information Science, Carpentry, Secretarial Practice, Stenography, IT and Electronic Hardware maintenance, Photographer, Painter, Steward, Health & Sanitary Inspector, etc. Job Responsibilities of MTS (Office Attendant): 1. Physical Maintenance of files and records including entries in the Registers or Computer, stock verification, document filing etc. 2. General cleanliness & upkeep of the section/unit		As per minimum wages set by Labour Department, the remuneration will be given in total Rs. 9568 or Rs. 11,622/- salary per month (ESI & EPF will be deducted as per rule) applicable to unskilled / skilled category persons (as the case may be)

			<ol style="list-style-type: none">3. Carrying of files and other papers within the building4. Photocopying, making sets, stapling, spiral bindings, sending of FAX etc.5. Assisting in routine office work like diary, dispatch, (including on computer entries) etc.6. Delivering of dak inside and outside the organization and bank transactions7. Opening & closing of rooms, windows, equipments etc. well before the opening/closing of class rooms/office rooms.8. General cleanliness of rooms9. Dusting & shifting of furniture etc.,10. Assisting in the operation of LCD Projector, Computer, OHP, Audio-Video system as required in class-room, Seminar, Conference/Meeting Hall/Rooms and other official events inside and outside the University Campus.11. Book shelving, labeling and rubber stamping on books, if posted in the Library.12. Any other work assigned by the supervisory staff.	
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