



ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)  
Zakir Husain Delhi College (Evening)  
दिल्ली विश्वविद्यालय (University of Delhi)



जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002

Phone: 011-23231899

Website: <https://zhdce.ac.in/>

E-mail: [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com)

Advt. No.ZHDCE/NTS/03/2023

Online applications are invited for the following Permanent Non-teaching posts.

S. No.	Name of the Post	Pay Level	No. of Vacant Post(s)	UR	OBC	SC	ST	EWS	PwBD
1.	Director, Physical Education	Academic Level-10	01	01	-	-	-	-	-
2.	Senior Personal Assistant	Level-7	01	-	-	-	-	-	01 (HH)
3.	Junior Assistant	Level-2	01	-	-	-	-	-	01 (LD)

UR: Unreserved PwBD: Persons with Benchmark Disability

LD: Locomotor Disability including Leprosy cured, dwarfism, Acid attack victims, Cerebral Palsy and Muscular dystrophy HH: Hard of Hearing

- The application fee is **Rs.1000/-** for UR/OBC/EWS applicants
- No application fee is applicable for PwBD/Women applicants.
- Fees once paid shall not be refunded under any circumstances.
- Candidates fulfilling the eligibility criteria may apply online through the link provided on the college website **[www.zhdce.ac.in](http://www.zhdce.ac.in)** Persons with Benchmark Disabilities (PwBD) may approach the help desk set up at the college, in case they require any assistance in filling up the application forms.
- The last date of submission of online application form is 21 days from the date of publication of this advertisement in the Employment News.

PRINCIPAL



**ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)**  
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विज्ञापन सं.जेडएचडीसीई/एनटीएस/03/2023

निम्नलिखित स्थायी गैर-शिक्षण पदों के लिए ऑनलाइन आवेदन आमंत्रित किए जाते हैं।

क्र.सं	पद का नाम	वेतन स्तर	रिक्त पदों की संख्या	यू आर	ओ बी सी	एस सी	एस टी	ई डब्ल्यूएस	पीडब्ल्यू बीडी
1.	निदेशक, शारीरिक शिक्षा	शैक्षणिक स्तर-10	01	01	-	-	-	-	-
2.	वरिष्ठ निजी सहायक	स्तर -7	01	-	-	-	-	-	01 (HH)
3.	कनिष्ठ सहायक	स्तर -2	01	-	-	-	-	-	01 (LD)

यू आर: अनारक्षित,

PwBD: बेंचमार्क विकलांग व्यक्ति

एलडी: कुष्ठ रोग, बौनापन, एसिड अटैक पीड़ित, सेरेब्रल पाल्सी और मस्क्युलर डिस्ट्रॉफी सहित लोकोमोटर विकलांगता, एच.एच. - हार्ड आफ हियरिंग

- आवेदन शुल्क सामान्य/ओ बी सी/ ई डब्ल्यू एस आवेदकों के लिए 1000/- रुपये है।
- बेंचमार्क विकलांग व्यक्ति/ महिलाओं आवेदकों के लिए कोई आवेदन शुल्क लागू नहीं है।
- एक बार भुगतान किया गया शुल्क किसी भी परिस्थिति में वापस नहीं किया जाएगा।
- पात्रता मानदंड को पूरा करने वाले उम्मीदवार कॉलेज की वेबसाइट [www.zhdce.ac.in](http://www.zhdce.ac.in) पर दिए गए लिंक के माध्यम से ऑनलाइन आवेदन कर सकते हैं, अगर बेंचमार्क विकलांग व्यक्ति (पीडब्ल्यूबीडी) को आवेदन पत्र भरने में किसी भी सहायता की आवश्यकता होती है तो वह कॉलेज में स्थापित हेल्प डेस्क से संपर्क कर सकते हैं।
- ऑनलाइन आवेदन पत्र जमा करने की अंतिम तिथि रोजगार समाचार में इस विज्ञापन के प्रकाशन की तिथि से 21 दिन है।

प्रधानाचार्य





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**General Note:**

1. The candidates applying under PwBD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC/EWS for the purpose of computing the reservation.
2. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel and Training vide OM No.36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in)
3. Out of Total posts 4% posts are reserved for PwBD candidates.
4. The upper age limit prescribed for 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.
5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in case of departmental candidates of 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 certificates from the University or the concerned college where the applicant has served).
6. The upper age-limit and minimum educational qualification for the posts shall be determined as on the last date for submission of application.
7. 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 / University / affiliated or constituent colleges under the University / Public Sector Undertakings.
8. The upper age-limit prescribed for direct recruitment shall be relaxed in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.



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9. The relaxation in upper age limit for employees working in University/Colleges on Temporary/Ad-hoc/Contract basis will be as per rules of University of Delhi.
10. The candidates already in service must apply through proper channel.
11. The College reserves its right not to fill any or all the post(s) advertised.
12. The College reserves the right to change the number and nature of posts.
13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
14. Separate application has to be submitted for each post.
15. Consequent upon adoption of self-certification provisions as required by the Government 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 candidates.
16. Any addendum/ corrigendum shall be posted on the College website only.
17. Incomplete application in any form will be rejected.
18. Canvassing, in any form or on behalf of the candidate will be a disqualification.
19. Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid

**Prof. (Dr.) Masroor Ahmad Beg**  
**Professor-Principal**





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Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. ZHDCE/NTS/03/2023** available on the college website <https://zhdce.ac.in/> and confirm their eligibility with regard to qualification/experience/age/ PwBD certificate etc. before submitting the online application form.

The link for the online application will be active w.e.f. 29.05.2023 and the last date for submission of application will be 23.06.2023 (Friday) or 21 days from the date of publication in Employment News, whichever is later. Applicants are advised to go to link given below for filling up online application form.

Link for all non-teaching staff (except Director Physical Education Post)	Link for Director Physical Education post only
<a href="https://dunt.uod.ac.in/index.php/site/login">https://dunt.uod.ac.in/index.php/site/login</a>	<a href="https://rec.uod.ac.in">https://rec.uod.ac.in</a>

**Prof. (Dr.) Masroor Ahmad Beg**  
Professor-Principal



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## QUALIFICATIONS

### Director Physical Education

### Academic Pay Level – 10

### Eligibility (A or B) :

#### **A**

1. A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
2. Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

*Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*



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4. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
5. Passed the physical fitness test conducted in accordance with these Regulations.

**B**

An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.





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**SENIOR PERSONAL ASSISTANT**

**Essential Qualification:**

**Pay Level- 07**

1. A Bachelor's degree from a recognized University.
2. At least three years of experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.
3. Skill test norms:
  - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
  - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread Sheet, Internet, E-mail communication etc.

**Desirable:**

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial Practice.
3. Knowledge of service rules applicable for Central Government establishments.

**AGE LIMIT: 35 YEARS**

**NOTE:**

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and other formalities as prescribed by the University of Delhi from time to time.
2. The scheme of the examination including weightage of marks for written test and skill test etc., as prescribed by the University of Delhi from time to time.



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**JUNIOR ASSISTANT**

**Pay Level-02**

**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.

**AGE LIMIT: 27 YEARS**

**NOTE:**

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and other formalities as prescribed by the University of Delhi from time to time.
2. The scheme of the examination including weightage of marks for written test etc., as prescribed by the University of Delhi from time to time.