



UNIVERSITY OF DELHI

Ref.: Estab.IV/012/2012/05

Dated: 19th October, 2012

The Dean of the Faculties/
Head of the Departments/
Directors of the Centers/
University of Delhi
Delhi/New Delhi-_____

Sub: Mechanism for engaging non-teaching staff on contract basis.

Sir/Madam,

It is to inform you that the University has approved the following mechanism for engaging non-teaching staff on contract basis:

1. The eligibility condition with regard to educational qualification should be insisted upon while age limit may be relaxed.
2. The advertisement for such engagement be given on the University website and Notice-Board.
3. The test for contractual appointments will be conducted in the following manner.

Junior Assistant:

- (i) Objective Type Test comprising of General Intelligence & Reasoning Ability; Arithmetic & Numerical Ability; Language & Communication Skills and Drafting/Letter writing
- (ii) Skill test (Typing Speed @ 40 w.p.m. on computer)

Multi-Tasking Staff & Laboratory/Library Attendant:

- (i) Objective Type Test for language and general awareness
 - (ii) Skill Test
4. A panel may be drawn in order of merit list on the basis of performance in the test. The panel will be valid for a period of one year from the date of approval of the Competent Authority.
 5. Contractual engagement will be made for a period of six months which may be renewed for a further period of six months after giving usual break of a working day. For further extension beyond 12 months fresh advertisement will be made.
 6. The mechanism for engaging staff on contract basis may be changed from time to time.

This issues with approval of the Competent Authority.

Yours faithfully

Registrar