



KIRORI MAL COLLEGE

(University of Delhi)

North Campus, Delhi – 110007

Phone No.011-71219044

website: www.kmc.du.ac.in

Ref.No.KMC/Admn.2025-26/Non-teaching Posts/001 dated 07.03.2026

Online Applications are invited for the below mentioned posts on the prescribed format available at <http://dunt.uod.ac.in>. Candidates are required to fill the online form and pay the requisite fee.

S. No.	Name of Post	Total post	UR	SC	ST	OBC	EWS	PwBD	Pay Level	Age limit
1	Senior Personal Assistant	1	1	0	0	0	0	0	Level-07	35 years
2.	Senior Technical Assistant (Computer)	1	1	0	0	0	0	0	Level-06	35 years
3.	Senior Assistant	1	1	0	0	0	0	0	Level-06	35 years
4.	Cartographer Assistant, Department of Geography	1	1	0	0	0	0	0	Level-05	32 years
5.	Assistant	1	1	0	0	0	0	0	Level-04	32 years
6.	Junior Assistant	1	0	0	0	1	0	0	Level-02	32 years
7.	Library Attendant	7	4	0	0	2	0	01 (LV)	Level-01	32 years
8.	<u>LABORATORY ASSISTANT (10)</u>									
	Laboratory Assistant (Botany)	2	2	0	0	0	0	0	Level-04	32 years
	Laboratory Assistant (Chemistry)	4	3	0	0	1	0	0	Level-04	32 years
	Laboratory Assistant (Physics)	2	1	0	0	1	0	0	Level-04	32 years
	Laboratory Assistant (Zoology)	2	1	0	0	1	0	0	Level-04	32 years
9.	<u>LABORATORY ATTENDANT (34)</u>									
	Laboratory Attendant (Botany)	6	4	0	0	1	0	01 SLD	Level-01	32 years
	Laboratory Attendant (Chemistry)	10	4	2	0	3	1	0	Level-01	32 years
	Laboratory Attendant (Computer Science)	2	1	0	0	1	0	0	Level-01	32 years
	Laboratory Attendant (Geography)	1	0	1	0	0	0	0	Level-01	32 years
	Laboratory Attendant (Physics)	10	4	1	1	3	1	0	Level-01	32 years
	Laboratory Attendant (Zoology)	5	3	1	0	1	0	0	Level-01	32 years
	TOTAL	57	32	5	1	15	2	2		

Abbreviations: UR- Unreserved, SC- Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class, EWS- Economically Weaker Sections, PwBD: Persons With Benchmark Disabilities, VI(LV)- Visual Impairment (Low Vision), SLD- Specific Learning Disabilities, HH-Hearing Handicapped.

NOTE:

1. The number of vacant posts may vary. Any addendum/corrigendum shall be posted on the website of the college only.
2. The non-refundable Fee of Rs.1000/- is for UR/OBC/EWS category and 500/- for SC/ST category. No application fee payable for candidates belonging to PwBD category and women applicant.
3. The candidates may apply separately for more than one post along with the separate fee for each post.
4. For further details regarding qualifications, age, experience, other job requirements, etc. please visit the college website: www.kmc.du.ac.in
5. The last date of submission of online application is 27.03.2026 or 21 days from date of publishing the advertisement in the Employment News, whichever is later.


PROF. DINESH KHATTAR
PRINCIPAL

(प्रो. दिनेश खट्टर) Page | 1
Prof. Dinesh Khattar
प्राचार्य/Principal
किरोरी मल कॉलेज/Kirori Mal College
दिल्ली विश्वविद्यालय/University of Delhi
दिल्ली-110007/ Delhi.. 110007

QUALIFICATIONS AND OTHER DETAILS OF NON-TEACHING POSTS ARE MENTIONED BELOW:

I. SENIOR PERSONAL ASSISTANT

Pay Level 07
Age Limit: 35 years

Essential Qualifications:

- i) A Bachelor Degree from a recognized University/ Institute.
- ii) Minimum 03 years' experience working as Personal Assistant in Pay Level 6 or 5 years as Stenographer in Pay Level 4 or above in a University/ Research establishment/ Central State Govt. PSU and other autonomous bodies or at equivalent pay in private organization of repute.

(Note: The candidate shall be judged for (a) Proficiency in English/ Hindi Stenography speed: 120 w.p.m. or 100 w.p.m. in Hindi (b) English/ Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi and (c) Knowledge of Computer Applications)

Skill Test Norms on Computer:

- i) Dictation: 10 minutes @ 120 w.p.m. in English/ 100 w.p.m. in Hindi.
- ii) Transcription: 50 minutes (English) or 60 minutes (Hindi).

Desirable:

Proficiency in English/ Hindi & good communication skill.

2. SENIOR TECHNICAL ASSISTANT (COMPUTER)

Pay Level 06
Age Limit: 35 years

Essential Qualifications:

Master's Degree in the relevant subject with minimum two years' experience in relevant field.

OR

First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

The experience should be in University/Research establishment/ Central/ State Govt. PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs. 200 -Crores.

3. SENIOR ASSISTANT

Pay Level 06

Age Limit: 35 years

Essential Qualifications:

- (i) Bachelor's Degree from any recognized University/Institution.
- (ii) Three Years' of experience as Assistant or equivalent in the Level 4

The experience should be in Central /State Government/University/PSU and other Central/State Autonomous Bodies or equivalent pay package in reputed private Companies/ corporate bank with a minimum annual turnover of at least Rs.200/- Crores or more.

Note:

The candidate should have proficiency in Computer application, noting and drafting etc.

4. CARTOGRAPHER ASSISTANT, DEPARTMENT OF GEOGRAPHY

Pay Level 05

Age Limit: 32 years

Essential Qualifications:

Bachelor degree in relevant subject/discipline with minimum three years of working and maintenance operation experience of Scientific or other instruments in the relevant Laboratory department.

The experience should be in University/Research establishment/ Central State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200/- Crores or more.

5. ASSISTANT

Pay Level 04

Age Limit: 32 years

Essential Qualifications:

- (i) A Bachelor's Degree from a recognized Institute/ University
- (ii) Two Year experience as Junior Assistant/ Equivalent posts in University/ Research Establishment/ Central/ State Govt./ PSU/ Autonomous Bodies or equivalent pay package in reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more
- (iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm.

Note:

The Candidate should have proficiency in Computer Operations.

6. JUNIOR ASSISTANT

Pay Level 02

Age limit: 32 years

Essential Qualifications:

- (i) A Bachelor's Degree from any recognized Institute/ University.
- (ii) English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m.
- (iii) Proficiency in Computer Operations.

7. LIBRARY ATTENDANT

Pay Level 01

Age Limit: 32 years

Essential Qualifications:

1. 10+2 or its equivalent examination from a recognized Board.
2. Certificate Course in Library Science from a recognized Institution.

(Note: Candidates shall be assessed for knowledge of Computer Applications).

8. LABORATORY ASSISTANT

Pay Level 04

Age Limit: 32 years

Essential Qualifications:

Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

However, the relevant subject will be as decided by the college as per the functional requirement of the department concerned.

The experience should be in University/Research establishment/ Central State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200/- Crores.

9. LABORATORY ATTENDANT

Pay Level 01

Age Limit: 32 years

Essential Qualifications:

10+2 with science stream from any recognized Central/State Board.

OR

10th Pass from any recognized Central/State Board with Science as one of the subjects and skill certificate program in Laboratory Technology or ITI in relevant trade.

**Note regarding the conduct of recruitment
process and finalization of result:**

1. The question paper for Preliminary. Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category.
3. Further, against one vacant post 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For e.g. for one post, 30 applications; for two post, 45 applications; for three post, 60 applications and so on. The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in Section I and II. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. Merit shall be drawn on the basis of such candidates for both these components.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree /diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

GENERAL CONDITIONS FOR THE APPLICANTS

Note:

1. The scheme of Examination for different posts advertised is available on the University of Delhi website i.e. www.du.ac.in
2. All concerned are requested to check College Website (www.kmc.du.ac.in) for any update.
3. Any Addendum / Corrigendum shall be posted on the College website only.
4. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University/College from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

5. AGE RELAXATION:

- a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, 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.
- b. The upper age limit shall also be relaxable 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 same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

- c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the 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 certificate from the University or the concerned College where the applicant has served).

- d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

e. The above provisions are summarized in the table given below:

S.No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1.	SC/ST	5 years
2.	OBC(NCL)	3 years
3.	PWD	10 years
4.	PWD + OBC(NCL)	13 years
5.	PWD + SC/ST	15 years
6.	Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 years
7.	Permanent Employee in Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.
8.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon
9.	Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)	upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges provided they have put in at least one year of service.

5. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC/ST/OBC and PwBD category.

However, SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PwBD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

Caste/ Category Certificates

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2025-2026. therefore, valid NCL-OBC certificate issued during the period from 01.04.2025 to 31.03.2026 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 01.04.2025 to 31.03.2026), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013- Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
 - (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res). dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&TOM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
 - (iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
6. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
 7. Canvassing in any form will be a disqualification.

8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
9. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
10. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the college reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
12. The college reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the college reserves the right to modify/withdraw/cancel any communication made to the applicant.
14. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the college before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the College.
15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application and self-certified copies/testimonials.
