

**Equal Opportunity Cell**  
Tutorial Building, Faculty of Arts  
University of Delhi

**Job Advertisement**

**Date: 31<sup>ST</sup> October 2012**

Applications are invited for the following contractual posts:

**1. Technician**: – 02 post at consolidated salary of Rs. 11500/- p.m

**Job Description:** The person will work as trainer for students with disabilities (VH/OH/HH) and conduct ICT classes. Upkeep and maintenance of ICT lab is also the part of job profile

**Essential Qualification:** Pass in class XII<sup>th</sup> or higher  
Certificate/Diploma or equivalent course in Computers.

**Desirable:**

1. Persons with prior experience of working with PwDs and having the knowledge of assistive devices/software used by PwDs (VH/OH/HH) will be preferred.
2. Certificate/ diploma in Indian Sign Language

**2. Accounts Assistant**- 01 post at consolidated salary of Rs. 11500/- p.m

**Job Description:** Maintain accounts books. Visiting to the Banks & Accounts office, Preparation and processing of bills etc.

**Essential Qualification:** 1. Graduation in Commerce stream  
2. Minimum 1 year experience in Accounts preparation/maintenance etc.  
3. Knowledge of Computers (Word/Excel) and Office Work

**Desirable:**

Persons with prior experience of working with an University/Academic institution will be preferred.

**3. Braille Printer Operator**: – 01 post at consolidated salary of Rs. 11000/- p.m.

**Job description:** The job involves operation of the Index Braille Embosser and the Braille Transcription software for printing of Braille books. The candidate also has to supervise the e-text books production which involves scanning, proofreading and mark-up.

**Essential qualifications:** 1. Pass in class XII or higher  
2. Diploma or equivalent course in Computer  
3. Knowledge of Braille/experience of working with visually impaired

**Desirable:**

Degree/Diploma in Special Education  
Experience of working in any Braille press  
Knowledge of Hindi/English typing  
Knowledge of Braille Transcription Software

4. **Reader for visually impaired-** 01 post at consolidated salary of Rs. 8000/- p.m.

Job Description- The person will read books for visually impaired, record talking books, edit/type English and Hindi books.

Essential Qualification:

1. Graduation in any stream
2. Certificate/Diploma in Computer Applications

Desirable:

Post Graduation  
Knowledge of Hindi/English Typing

5. **Carer -** 02 post at consolidated salary of Rs. 5000/- p.m

Job description: Assist in operation of the EOC bus and help students with disabilities in using the bus service, Assist in office work, Help PWDs especially mobility impaired in moving around & use the Resource Centre services

Essential qualification:

The candidate should have passed Class X from recognized board.

Desirable: Experience of working with persons with disabilities and pass in Class XII

The applications with the latest CV should reach the EOC Office by 5 pm on 10 November, 2012. Interviews/Test (written & Computer typing) may be held for selection. Dates for the same will be intimated later on.

*B. K. Sharma*

OSD, EOC

विशेष कार्याधिकारी (ओ.एस.डी.)  
Officer on Special Duty  
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