

दयाल सिंह कॉलेज

(दिल्ली विश्वविद्यालय)

लोधी रोड, नई दिल्ली-110003

दूरभाष/फैक्स: 24367819, 24365606

ईमेल: principal@dsc.du.ac.in

वेबसाइट: www.dsc.du.ac.in



NAAC Accredited 'A' Grade

NIRF All India Rank

2017(8th), 2018(25th), 2019(20th)

DYAL SINGH COLLEGE

(University of Delhi)

Lodhi Road, New Delhi – 110003

Tel. / Fax: 24367819, 24365606

Email: principal@dsc.du.ac.in

Website: www.dsc.du.ac.in

Ref.No.DSC/ADMN/26/Advt.no. EN.No. 02/16 *BS*

Dated: - 09.04.2026
TD

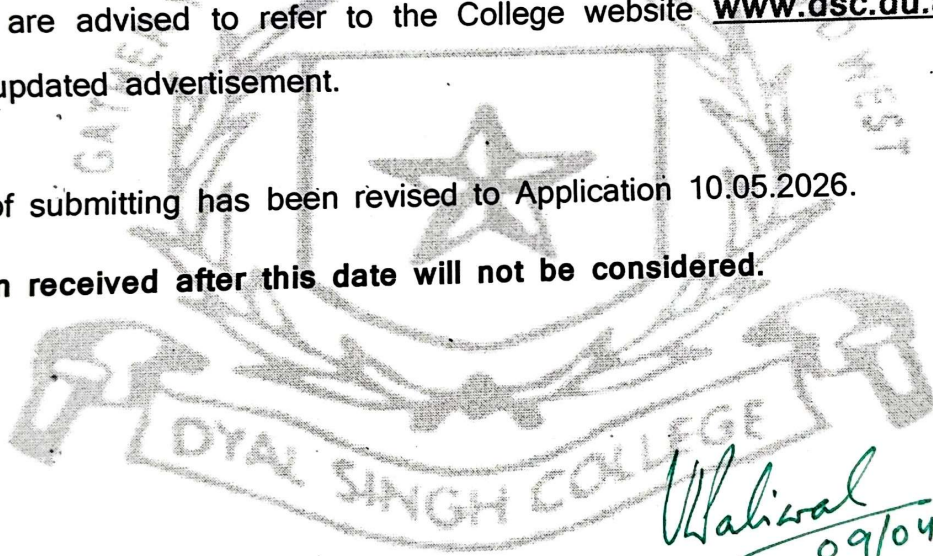
CORRIGENDUM NOTICE

Subject :- Non-Teaching Recruitment Advertisement (College Ref.No. EN.No.02/16 dated 11.04.2026) in Employment News (Issue 11-17 April, 2026)

In partial modification to the College Advertisement No. EN No. 02/16 for recruitment of Non-Teaching Staff published in the Employment News dated 11.04.2026, candidates are advised to refer to the College website www.dsc.du.ac.in for the revised & updated advertisement.

Last date of submitting has been revised to Application 10.05.2026.

Application received after this date will not be considered.



V.K. Paliwal
09/04/26
(Prof.V.K.Paliwal)
Principal

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Website : www.dsc.du.ac.in

Ref.No.DSC/ADMN/26/Advt.no. 02/16

Dated: - 11.04.2026

Online applications are invited in the prescribed Application Form at web link dunt.uod.ac.in from eligible candidates for appointment to the various posts of non-teaching staff, in the College. The last date for receipt of application is one month from the date of publication of the advertisement in the Employment News, whichever is later. For details, please visit the College website www.dsc.du.ac.in

Any addendum/corrigendum shall be posted only on the College website www.dsc.du.ac.in


(Prof. V.K. Paliwal)
Principal

09/04/26

Important Note: - it is the responsibility of the applicant to ensure that he/she meets fully all prescribed educational and experience related qualification for the applied post in every respect as on the date of application. In the event of any deficiency the application will be rejected without any prior notice.

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DYAL SINGH COLLEGE

(दिल्ली विश्वविद्यालय)

(University of Delhi)

लोधी रोड ,नई दिल्ली-110003

Lodhi Road, New Delhi - 110003

वेबसाइट/website: www.dsc.du.ac.in

Email: principal@dsc.du.ac.in

Ref.no .DSC/ADMN/NT/26/

दिनांक/Dated:- 11.04.2026

निम्नलिखित गैर-शिक्षण पदों के लिए निर्धारित प्रपत्र पर आवेदन आमंत्रित किए जाते हैं।

Applications are invited for the following Non-Teaching Posts.

क्र.स./S.No.	पद नाम/Name of the Post	कुल पद/Total no. of Vacancies	अ ना/UR	अ.पि.व /OBC	अनु.जा ति/SC	अनु.ज. जाति/ST	आ.रूप से कम. वर्ग /EWS	दिव्यांग /PwD	आयु सीमा /Age limit	वेतन स्तर Pay Level
1	वरिष्ठ सहायक/Sr.Assit	1	1	0	0	0	0	0	35	लेवल/ LEVE L-6
2	वरिष्ठ तकनीकी सहायक/STA	1	0	1	0	0	0	0	35	लेवल/ LEVE L-6
3	सहायक /Assistant	1	0	0	0	0	0	1-HI	32	लेवल/ LEVE L-4
4	कनिष्ठ सहायक /Jr.Assistant	3	1	1	0	1	0	0	32	लेवल/ LEVE L-2
5	प्रयोगशाला सहायक /Laboratory Assistant	1	0	1	0	0	0	0	32	लेवल/ LEVE L-4
6	प्रयोगशाला परिचर /Laboratory Attendant	17	7	3	3	1	1	1-VI 1-LD	32	लेवल/ LEVE L- 1
7	पुस्तकालय परिचर /Library Attendant	9	6	1	1	1	0	0	32	लेवल/ LEVE L-1
कुल/Total		33	15	7	4	3	1	3		

शैक्षणिक व अन्य योग्यताओं के लिए कॉलेज की वेबसाइट www.dsc.du.ac.in देखें।

Visit the college website www.dsc.du.ac.in for Educational & other qualifications.

आवेदन की अंतिम तिथि: विज्ञापन आने से 30 दिन तक

Last date of Application: 30 days from publishing of Advertisement

Sd-

(प्रोफेसर विनोद कुमार पालीवाल /Prof.V.K.Paliwal)

प्राचार्य/Principal

Name of Post – Senior Assistant

1. Group B, Ministerial
2. Scale of Pay- Pay Level 06
3. Age limit for direct recruitment Educational 35 years
4. Education & other qualification required for direct recruitment.

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 banks with a minimum annual turnover of at least Rs.200/-Crores or more.

Note: The candidate should have proficiency in Computer applications, noting and drafting etc.

Name of Post Senior Technical Assistant (Computers)

1. Group B Technical
2. Scale of Pay - Pay Level 06
3. Age limit for direct recruitment 35 years
4. Educational & other qualification required for direct recruitment.

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.

(Indicative list of relevant subjects shall be as per table given below).

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.

Name of Post- Assistant

1. Group C, Ministerial
2. Scale of Pay - Pay Level 04
3. Age limit for direct recruitment 32 years
4. Educational & other qualification required for direct recruitment.

Essential Qualifications:

- (i) A Bachelors Degree from any 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

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Name of Post- Laboratory Assistant

1. Group C, Ministerial
2. Scale of Pay- Pay Level 04
3. Age limit for direct recruitment 32 years
4. **Educational & other qualification required for direct recruitment.**

Essential Qualifications:

1. 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 university as per the functional requirement of the department concerned. (An indicative list of relevant subjects is appended with this table).

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.

Name of Post- Junior Assistant

1. Group C, Ministerial
2. Scale of Pay- Pay Level 02
3. Age limit for direct recruitment 32 years
4. **Educational & other qualification required for direct recruitment.**

Essential:

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

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Name of Post Library Attendant

1. Classification Group C, Ministerial
2. Scale of Pay- Pay Level 01
3. Age limit for direct recruitment 32 years
4. Educational & other qualification required for direct recruitment.

Essential Qualification:

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.)

Desirable: Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Note:

The incumbent is generally expected to undertake the following duties: -

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening / Closing of the Library;
4. Manning the Check Point/ Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding.
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

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Name of Post Laboratory Attendant

1. Classification Group C Non-Ministerial

2. Scale of Pay- Pay Level 01

3. Age limit for direct recruitment 32 years

4. Educational & other qualification required for direct recruitment.

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:

The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

Note: The incumbent is generally expected to undertake the following duties: -

- (j) Assisting in opening and closing of the premises.
- (ii) Manning the entry points/check points/property counter of the laboratory.
- (iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.
- (iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office.
- (v) Shelving instruments, books, documents, displays etc. and arranging items in designated places.
- (vi) Assisting in stock verifications, searching equipment, documents etc.
- (vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.
- (viii) Preparation of documents (including typing and formatting) using computer.
- (ix) Assisting in maintaining documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.).
- (x) Participation in examination related duties.
- (xi) Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned In charge/concerned faculty member.
- (xii) Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.
- (xiii) Undergoing inhouse/central training for laboratory/office works as per instructions.
- (xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university.
- (xv) Maintaining the safety and security of the laboratory/office.
- (xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)
- (xvii) Attending holiday, weekend and shift duties as per instructions.
- (xviii) All other such jobs and duties as the case may be that are assigned from time to time.

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University of Delhi

2.6 Scheme of Examination for recruitment to the post of Senior Assistant by direct recruitment:

I. **The process of Recruitment shall be carried in two stages:**

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

1. **Stage 1: Preliminary test for shortlisting of applicants**

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Knowledge, Reasoning and Mathematical ability, Administration of Higher Educational Institutions.	150	300
TOTAL			300
- This test will only be for shortlisting and will have no weightage in the final assessment. - For further details Section III needs to be referred.			

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

2. **Stage 2: Selection of candidates**

a.) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	- Educational Administration and Management. - Rules and their application in Higher Educational Institutions.	200
TOTAL		200
- The merit shall be drawn on the basis of this examination. - For further details Section III needs to be referred.		

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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University of Delhi

b.) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: • Management of Administrative Units of the University • Understanding of Manual of Office Procedures • Knowledge of Information Technology • Noting and Drafting	As decided by the concerned evaluating experts	The test will be of 100 marks. To qualify, the candidate should obtain 50 marks. This will, however, be only qualifying in nature.
TOTAL			100
• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. • Skill test will only be qualifying in nature. • For further details Section III needs to be referred.			

II. Syllabus:

Preliminary Test MCQ based:

The question would be MCQ based and designed to test the knowledge the candidates' knowledge in following areas:

a) General Knowledge – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Administration of Higher Educational Institutions- 45 questions

Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

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University of Delhi

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Educational Administration and Management

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, Financial Administration including budget, formulation and execution of budget, Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

- Management of Administrative Units of the University.
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology.
- Noting and Drafting.

III. 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.

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UNIVERSITY OF DELHI

- 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 preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.5. Scheme of Examination for Senior Technical Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant

I. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	- Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules) - Reasoning - Mathematical ability. - Administration of Higher Educational Institutions.	45 questions	300
		35 questions	
		35 questions	
		35 questions	
TOTAL		150	300
- This test will only be for shortlisting and will have no weightage in the final assessment. - For further details Section III needs to be referred.			

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

Stage 2: Selection of candidates



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a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 3 hours*
		MARKS
Examination (Main) (Descriptive)	- Knowledge and application of Laboratory Procedures and norms. - Knowledge of Computers with special reference to knowledge of Software Packages of Word Processing, Data Analysis. - Educational Administration and Management. - Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules)	300
TOTAL		300

- The merit shall be drawn on the basis of this examination

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

b) Skill Test

Description		Time	Marks
Skill Test	Skill Test - Knowledge and application of Laboratory Practices and Procedures. - Knowledge of Computers with special reference to knowledge of Packages of Word Processing, Data Analysis Packages etc. (Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

II. Note regarding the conduct of recruitment process and finalization of result:

- The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in

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- 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 cut-off 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 categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
 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 example, for one post, 30 applications; for two posts, 45 applications; for three posts, 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 preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.



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2.7 Scheme of Examination for recruitment to the post of Assistant by direct recruitment:

1. The process of Recruitment shall be carried in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

1. Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	150	300
TOTAL			300

- This test will only be for shortlisting and will have no weightage in the final assessment.
- For further details Section III needs to be referred.

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

2. Stage 2: Selection of candidates

a.) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*	
		MARKS	
	• Educational Administration and Management. • Functional aspects of Rules and their application in Higher Educational Institutions.	200	
TOTAL			200

- The merit shall be drawn on the basis of this examination.
- For further details Section III needs to be referred.

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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b.) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: • Understanding of Manual of Office Procedures • Noting and Drafting • Proficiency in Computer Operations • English Typing @ 35 wpm OR Hindi Typing @ 30 wpm	As decided by the concerned evaluating experts.	The test will be of 100 marks . To qualify, the candidate should obtain 50 marks. This will, however, be only qualifying in nature.
TOTAL			100
• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. • Skill test will only be qualifying in nature. • For further details Section III needs to be referred.			

II. Syllabus:

Preliminary Test MCQ based:

The question would be MCQ based and designed to test the knowledge the candidates' knowledge in following areas:

a) General Studies – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Functioning of Higher Educational Institutions - 45 questions

Section on Functioning of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

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University of Delhi

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Educational Administration and Management

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field. Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

- Understanding of Manual of Office Procedures.
- Noting and Drafting.
- Knowledge of Computers Operations.
- Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm

II. 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.

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2.8 Special Provisions applicable for direct recruitment of Senior Assistant and Assistant with respect to candidates working in the University or its Colleges on contract/adhoc or temporary basis:

- a) It was observed that the posts of Senior Assistant and Assistant were advertised vide Advertisement No. Estab.IV/290/2021 issued by NTA where in provision for additional marks and relaxation in age for employees working on contract/adhoc or temporary basis was made applicable.
- b) The recruitment process for the aforesaid advertisement could not be completed.
- c) Accordingly, the committee recommends relaxation in age for the employees working on contract/adhoc/temporary basis in the University and its colleges as made applicable to the Advertisement No. Estab.IV/290/2021. Accordingly, upper age limit shall not be insisted upon in the case of candidates working in the University or its Colleges on contract/adhoc/temporary basis in the case of recruitment of Senior Assistant and Assistant subject to the condition that they have put in a minimum of one year of service in the University or its Colleges. (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 committee accordingly recommends that employees working on contract/adhoc/ temporary basis in the University and its colleges may be awarded additional one mark for each year of service subject to a maximum of 10 marks in Preliminary test for shortlisting of applicants. Further, since the Scores for Preliminary test are only for the purpose of shortlisting of the candidates and merit for final selection is to be drawn on the basis of Examination (Main), additional one mark for each year of service subject to a maximum of 10 marks be added to the scores of that employees working on contract/adhoc/ temporary basis in the University and its colleges for the purpose of drawing the final merit list.
- e) The recommendation as detailed above is in line with decision of the Hon'ble Supreme Court's Decision (Civil Appeal No. 1007 with 1008 of 2021) in University of Delhi Vs Delhi University Contract Employees Union & Ors. dated 25.03.2021.
- f) Further, since the candidates working on contract/adhoc/temporary basis in the University and its colleges will be eligible only for the post of Assistant, the recommendation at (d) above will be applicable only to such candidates participating in the recruitment of Assistant.


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5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test. Merit shall be drawn on the basis of combined result of such candidates for both these components.

B.1.3. Junior Assistant

1. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	- General Knowledge. - Reasoning - Mathematical ability. - Administration of Higher Educational Institutions.	150	300
TOTAL			300

- This test will only be for shortlisting and will have no weightage in the final assessment
- *20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*	
		MARKS	
Examination (Main) (Descriptive)	- Basic knowledge of the Constitution of India and working of its Political System, Economy, General Studies. - Act, Statutes and Ordinances of the University of Delhi.	200	
TOTAL		200	

- The merit shall be drawn on the basis of this examination.
- For further details Section III needs to be referred.



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*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

b) Skill Test

Description	Time	Marks
Skill Test Skills pertaining to: • Management of Administrative Units of the University • Understanding of Manual of Office Procedures • Knowledge of Information Technology • Noting and Drafting	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100
• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. • Skill test will only be qualifying in nature.		

II. Syllabus:

Preliminary Test MCQ based:

The question will be MCQ based, and will be designed to test the knowledge of the candidates in the following areas:

a) General Knowledge – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.



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d) Administration of Higher Educational Institutions- 45 questions

Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the knowledge of the candidates in the following areas:

a) Educational Administration and Management

The questions will be designed to test the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, Financial Administration including budget, formulation and execution of budget, Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

- Management of Administrative Units of the University.
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology.
- Noting and Drafting.

III. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary Test, 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 the Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off 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 the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).



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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 example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the 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 the preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.



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4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.



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(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should 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. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
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.

DYAL SINGH COLLEGE
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Advt. No. DSC/ADMN/(NTS)/EN No. 02/16/2026

General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University 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.

2. Applicants are required to register first on the link https://_____. Once successfully registered the applicants are advised to fill the complete online application form

3. Application fees and forms are to be submitted as per details given below:

General/Unreserved ₹ 1000/-

OBC (NCL), EWS, Female ₹ 800/-

SC, ST, PwBD ₹ 600/-

*Application will be treated as complete only if the fee has been transacted successfully, else the form shall be rejected.

*Candidates must note that mere deduction of fee from the bank account is not a proof of fee payment. The payment should be supported by updated fee and generation of Confirmation page as proof of successful submission of Application Form.

* Fees once paid will not be refunded under any circumstances.

4. 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 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).

Further, one time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/adhoc basis in the University or its College(s) provided they have put in atleast one year of service is extended to all such persons irrespective of their age at the time of joining the University in respective category.

Note: This exemption is extended only to the contract/daily wages/adhoc employees appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project-based assignments or through outsourced agencies in the University or its Colleges.

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/skill test/document verification (if applicable) also even if the same has been submitted earlier.

5. There would be a further relaxation in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwD 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)/PWD) 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.

6. 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 applying under OBC category must produce the valid caste certificate in the form at 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 genuineness of the certificate by the issuing authority. As per DoP&T OM 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 but not earlier than 01.04.2025. 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.

7. Those who are in employment with State/ Central Govt/ PSU, must apply through proper channel and 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.

8. Canvassing in any form will be a disqualification.

9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

10. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

11. Candidates are advised to visit the College website <https://www.dsc.du.ac.in/> regularly for any update regarding this recruitment.

12. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.

13. 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.

14. 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.

15. In case of any advertent/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.

16. 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 **Dyal Singh 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.

17. 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.

18. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

19. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview/Skill Test (as applicable). It will be subject to fulfillment of all eligibility qualification/conditions and verification

of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the College.

20. No TA/DA shall be paid to candidates for attending the written test/skill test.

21. All the posts shall be filled as per the Non-Teaching Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi /U.G.C. from time to time.

22. The last application submission date is indicated in the present advertisement uploaded on the College/ University website.

23. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email id ntsrecruitment2026@dsc.du.ac.in .

24. The Candidates are not required to send/submit hard copy of Confirmation page to the College office. However, they are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.

25. The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are of their own (which cannot be changed later) as communication may be sent by college through e-mail or SMS. The Candidate should check their email (including spam) and College website on a regular basis.

26. A candidate is allowed to submit only one Application Form for one post for which he/she is eligible, with online payment of prescribed fee. If a candidate submits more than one Application Form for the same post, his/her candidature for that post is likely to be cancelled.

27. Request for change in any particular in the Application Form shall not be entertained under any circumstances.

Prof. V.K.Paliwal

Principal