



# DYAL SINGH COLLEGE (EVE.)

(University of Delhi)

Lodi Road, New Delhi-110003

Phone: 011-24367658 Fax 01124369983 [www.dsce.du.ac.in](http://www.dsce.du.ac.in)

## A Full-fledged Day College

(as per Executive Council Resolution No.8-35 of the University of Delhi)

Ref. No. DSEC/Advt.ANV/NT/258

02.10.2021

Offline Applications are invited for the following Non-Academic Vacational and Non-Teaching Post(s) on permanent basis. The details of the posts, number of vacancies and pay scale in the pay matrix are given as under:-

Post Code	Post	Pay Scale in the Pay Matrix (as per 7 <sup>th</sup> CPC)	No. of Total posts	No. of Posts			Upper Age Limit
				UR	SC	PwBD	
1.	Director, Physical Education	Academic Pay Level 10	1	1	-	-	-
2	Senior Personal Assistant	Pay Level-7	1	1	-	-	35 Years
3	Senior Technical Assistant (Computer)	Pay Level-6	1	-	-	1 LD	30 Years
4	Semi Professional Assistant	Pay Level-5	2	2	-	-	30 Years
5	Library Attendant	Pay Level-1	2	1	1	-	30 Years

Abbreviation: **UR-** Unreserved, **SC-** Scheduled Caste, **PwBD** - Person with Benchmark Disabilities, **LD** – Locomotors Disability including Leprosy cured, dwarfism, acid attack victims and muscular Dystrophy.

Application forms can also be download from the College website. ([www.dsce.du.ac.in](http://www.dsce.du.ac.in)) as well as from the **University website** i.e. [www.du.ac.in](http://www.du.ac.in). Those who download the form can pay the requisite fee in the form of Demand Draft in favour of "Principal, Dyal Singh Evening College" payable at New Delhi. The completed application form along with the self attested copies of all the testimonials must reach to the undersigned within 21 days from the date of publication of Advertisement. For further details regarding number and nature of posts, essential qualification, eligibility criteria, age limit etc. please visit the above websites.

The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are requested to refer the college website time to time for updation till the final stage of recruitment, if any.

**However, for those applicants who had applied in response to an earlier advertisement No. DSEC/NT/1/20 published in daily newspapers dated 29.01.2020 and in Employment News dated (8-14 February 2020) for the posts of Sr. No. 3 to 5 need not apply again. Their applications will be scrutinized as per new Non-teaching Recruitment Rules 2020. However, they may update their qualification, if any.**

All Corrigendum/Addendum/Dedendum shall be hosted on the college website only.

  
PRINCIPAL

**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW**

**1. Director Physical Education                      Academic Pay Level-10**

**Eligibility (A or B)**

**A**

- (i) 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).
- (ii) Record of having represented the University/College at the inter-university /inter-collegiate competitions or the State and/or national championship.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, 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 Institution awarding the degree, and such Ph.D., candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges/Institutions subject to the fulfilment of the following conditions:

- (a) The Ph.D degree of the candidate has been awarded in the regular mode.
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;
- (c) Open Ph.D viva voice 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 referred journal.
- (e) The candidates has presented at least two papers based on his/her Ph.D work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or nay similar agency.

**Note:**

- (i) The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.

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

**Physical Fitness Test Norms**

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

<b>Norms for Men</b>			
12 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 meters	1500 meters	1200 meters	800 meters

<b>Norms for Women</b>			
8 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 meters	800 meters	600 meters	400 meters

**Note: The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.**

**2. Senior Personal Assistant: Pay Level 07**

**Essential:**

1. A Bachelor Degree from a recognized University.
2. At least 03 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.

**3. Senior Technical Assistant (Computer): Pay Level-06**

**Essential:**

B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications  
OR  
M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

**4. Semi Professional Assistant: Pay Level- 05**

**Essential:**

1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

**5. Library Attendant: Pay Level- 01**

**Essential:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

**Desirable:**

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

**Note: Age relaxation will be allowed as per the guidelines of Delhi University/UGC.**

## Guidelines & Instructions

1. Candidate can obtain the Application Forms from the College Office on all working days (Monday to Friday) between 9.30 A.M. to 5.00 P.M. or can also download the Application forms from the College website. ([www.dsce.du.ac.in](http://www.dsce.du.ac.in)). A bank draft of Rs.250 (for UR/OBC) and (Rs.100 for candidate belonging to reserved categories (SC/ST)) in favour of "The Principal, Dyal Singh Evening College" payable at New Delhi, should be attached with the prescribed application form.
2. Candidates belonging to PwBD category and women candidates are exempted from payment of application fee provided certificate of disability is furnished at the time of obtaining the form and attached with the application form in the case of PwBD.
3. The upper age limit and minimum educational qualification for the post shall be determined as on the last date for submitting Application Form.
4. The relaxation in age to candidates belonging to SC/ST/OBC/PwBD categories and candidates in govt. service will be allowed as per University of Delhi / Government of India rules.
5. Candidates belonging to reserved categories should submit caste certificate issued to their own name. The certificate of OBC candidates should mention non-creamy layer status. Only those OBC candidates would be considered under the reserved category of OBC whose caste is listed in the Centre List for OBCs.
6. Candidates serving in government/ autonomous bodies/ PSU etc. are required to send their application(s) through proper channel.
7. Candidates would be required to submit self attested copies of their documents / testimonials mentioned in the application form at the time of applying.
8. Application other than on prescribed form, incomplete application, unsigned applications, application without prescribed fee, application without required documents / testimonials or application reaching after the last date by Post / Courier will be rejected without further reference.
9. A separate application form should be filled in by the candidate for each post along with separate fee if the candidate wishes to apply for more than one post.
10. The College will notify the dates of tests & interview in advance at its website and will also intimate to candidate through registered posts. No personal inquiry shall be entertained in this behalf.
11. The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are required to refer the College website time to time for updation / modification, if any. Those who fulfil only the minimum qualification for the positions, may not all be called for interview / written test.
12. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by DU as per letter Ref.no. Estab.II(i)/16/2012/14 dated 17/02/2016.
13. No T.A. or D.A. will be paid for appearing in the written test and interview.
14. Application completed in all respect should reach to "The Principal, Dyal Singh Evening College, Lodi Road, New Delhi – 110003" on or before the last date of submitting application.

**The last date for submitting the application is 21 days from the date of publishing the advertisement.**

  
PRINCIPAL

# DYAL SINGH COLLEGE (Eve.)

A full fledged Day College

(University of Delhi)

Lodi Road, New Delhi – 110003

Website: dsce.du.ac.in Phone:011-24367658

## APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied for .....

Advertisement No. ....

Bank Draft No. / Date .....

Name of Bank (on which DD drawn) .....

Paste Passport  
Size Photograph  
(Self Attested)

1. Name of the Applicant: Mr/Ms/Mrs.....  
(in Block Letters)

2. Father's Name: .....

3. Date of Birth: i) 

D	D	M	M	Y	Y	Y	Y

ii) Age:..... Years:..... Month: ..... Day:..... as on: Last Date of Submission of application

4. a) Whether belongs to ..... (Yes/No)

any reserved category

If yes, name of the category

.....  
(OBC/SC/ST/PwD(OH/VH/HH))

b) Whether applying under .....(Yes/No)

any reserved category as per

advertisement. If yes, name

of the category

.....  
(OBC/SC/ST/PwD(OH/VH/HH))

5. (a) Address of Communication .....

Phone: ..... Mobile: .....

Email ID: .....

(b) Permanent Address .....

Phone: ..... Mobile: .....

Email ID: .....

6. Sex..... (Male/Female)

7. Nationality .....

8. Marital Status .....(Married/Unmarried)

9. Educational Qualifications

Exam Passed / Degree Obtained	Board / University	Institution	Passing year	% marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board / University	Institution	Passing year	% marks and Division

11. Work Experience:

Name of the Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English .....(Yes/ No) Hindi.....(Yes/No)  
 If yes, state speed : English .....(w.p.m) Hindi.....(w.p.m)  
 (b) Do you know shorthand : English .....(Yes/ No) Hindi.....(Yes/No)  
 If yes, state speed : English .....(w.p.m) Hindi.....(w.p.m)

13. Do you have computer proficiency: ..... (Yes/No)

If yes, state which of the following you know and work with confidence (✓)

MS Word	<input type="checkbox"/>	E-Mail	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	Browsing &	<input type="checkbox"/>
MS Powerpoint	<input type="checkbox"/>	Searching	

14. Any other information .....

15. a) Details of Referees / Name, Address & Telephone Numbers  
Employers No. 1  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

b) Details of Referees / Name, Address & Telephone Numbers  
Employers No. 2.  
.....  
.....  
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16. Details of Extra Curricular Interest, if any:  
.....  
.....  
.....  
.....  
.....

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Place.....  
.....  
(Signature of Applicant)

Date:.....

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ENDORSEMENT FROM EMPLOYER  
(for applicant in employment)

The facts stated in the application have been verified and found correct. This organisation / department has no objection to his / her apply for the post referred in the application.

Date: .....

.....  
Signature of  
The Head of the organisation  
(with seal)

(P.T.O.)

## GENERAL INSTRUCTION

1. Applicants should fill particulars in his /her own hand writing neatly and clearly
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to / applying under any reserved category SC/ST/OBC/PwD/(OH/VH/HH) must attached self attested photocopy of cast / category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelop containing application form should be superscribed as:  
"Application for the post of ....."  
Name of the post
7. The prescribed fee should be payable through demand draft payable at New Delhi in favour of "**Principal, Dyal Singh Evening College**".
8. Application should be addressed to:  
**The Principal  
Dyal Singh College (Eve.)  
Lodi Road  
New Delhi-110003**
9. Application can be submitted in person or by post or before the last date for submitting applications.
10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category; and application reaching after the last date by post / courier will be rejected.
11. No TA/DA will be paid for attending the prescribed tests and interview.
12. Also attached two self address Envelopes with Rs.10 Postage Stamp on each Envelope.



# DYAL SINGH EVENING COLLEGE

(UNIVERSITY OF DELHI)  
LODI ROAD, NEW DELHI

APPLICATION FOR THE POST OF \_\_\_\_\_ IN DEPTT. OF \_\_\_\_\_

Advertisement No. \_\_\_\_\_ Date of Advertisement \_\_\_\_\_

1. Name (BLOCK LETTERS) \_\_\_\_\_

2. Father's/Mother's/Husband's Name \_\_\_\_\_

3. Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ E-mail \_\_\_\_\_

4. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

5. Sex \_\_\_\_\_

6. Married / Unmarried \_\_\_\_\_

7. Nationality \_\_\_\_\_

8. Whether SC/ST/OBC/Handicapped/Gen. \_\_\_\_\_

9. Present post, if any, with date of appointment  
(state whether permanent / on probation or temporary)

10. (a) Present basic salary and allowances :  
(state separately)

Grade :

Basic salary - Rs.

Allowances :

1. Rs.

2. Rs.

3. Rs.

4. Rs.

Total Rs.

(b) Date of next increment :

(c) Age of retirement at the present post : \_\_\_\_\_

11. Minimum salary acceptable : \_\_\_\_\_

12. (a) Whether the candidate is receiving any pension benefits, and if so the amount of pension and pension equivalent of gratuity may be indicated
- (b) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post, if selected for appointment in the College/University and, if so, the amount of pension and the pension benefits may be indicated.

13. Academic Qualifications : (Examinations passed from Intermediate / Higher Secondary onwards)

Examination with year	Division (with percentage of marks secured in graduate Examination onwards)	College	University

Academic distinction (e.g. Research degrees)

14. NET cleared (Yes / No.) If yes, please attach the proof

15\*. (a) Any published work/books written by the applicant or any other particulars of research or other work that he may like to give. If necessary, a separate sheet of paper may be used for this purpose.

(b) Special subject of study or branch or specialisation, if any

\*Give the subject of paper published together with the name of the journals and date. Reprints of important papers should be attached to the application.

## 16. Teaching experience at Universities or Colleges :

Name of the University / College	Designation and nature of the post held	Classes Taught	From what date to what date	Length of experience

17. Name of literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions, if any gained in them.

18. Name of any post with particulars of which the applicant may have applied already and which has not been disposed of. Any subsequent application should also be intimated in writing.

Signature of Applicant

Declaration :

I declare that all the statements made by me in this application are true to the best of my knowledge and belief.

Dated \_\_\_\_\_

Signature of Applicant

- Note :**
1. Copies of certificates or degrees, testimonials etc. should be attached with the application (attested by the applicants themselves) and originals must be produced at the time of interviews and at the time of joining, if selected.
  2. Except where otherwise indicated applicants, who are called for interviews, should be ready to come at their own expense.
  3. Applicants are advised to send their applications through their present employers, if any and by registered post. It is not the practice to acknowledge receipt of application.
  4. The appointing authority may consider the name of any person for appointment though he may not have applied.