SECTION- A

INFORMATION AT A GLANCE
(Please refer to information Brochure & Guidelines for details)

Advertisement for the posts of Non-Teaching Vacancies

Important Date and Fee Details

Advertisement Reference Number		DSCE/Advt./NT/2026/871
Online link for filling Application Form		https://dunt.uod.ac.in/
Date of publication of Advertisement		28.02.2026
Last Date for filling online Application Form		21.03.2026
Fee Payable by Candidate	General/Unreserved/	800 (Non-refundable)
	OBC (NCL)/EWS/ SC/ST/PwD/Female candidates	600 (Non-refundable)
Date of Examination		To be announced later on college Website i.e. http://dsce.du.ac.in
Timing of Examination		To be announced later on college Website i.e http://dsce.du.ac.in
Information regarding Admit Card and Roll No.		To be announced later on college Website i.e. http://dsce.du.ac.in

DYAL SINGH EVENING COLLEGE
A Full-fledged Day College
(University of Delhi)
Phone: 011-24367658 www.dsce.du.ac.in.

REF.NO.DSCE/Advt./NT/2026/871   Dated: 18.02.2026

ADVERTISEMENT

Online applications are invited for the following permanent posts of Non-Teaching Staff in the pay scale mentioned below with usual allowance permissible under the Delhi University's rules. The fee for each application is Rs. 800/- for General/Unreserved candidates, Rs. 600/- for OBC (NCL)/EWS/ SC/ST/PwD/Female candidates. The fee shall be accepted online.

S.No.	Post	Pay Scale as per 7th CPC	Total posts	Vacancy			Upper Age Limit
				UR	EWS	PwBD	
1	Senior Personal Assistant	Pay Level-7	01	01	00	00	35 Years
2	Assistant	Pay Level-4	01	01	00	00	32 Years
3	Junior Assistant	Pay Level-2	04	02	01	01(LD)	32 Years
4	Library Attendant	Pay Level-1	01	00	01	00	32 Years

Note: UR- Unreserved, **EWS**-Economically Weaker Section, **PwBD-LD** - Locomotor Disability

For complete details, instructions/general conditions/eligibility criteria, please visit the College website www.dsce.du.ac.in

Web link for applying online: https://dunt.uod.ac.in/
Opening date of Online Application   :   28.02.2026
Closing date of Online Application   :   21.03.2026

The College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualification are as per the University of Delhi/UGC norms. The fee is non-refundable.

Any addendum / corrigendum shall be posted on the college website www.dsce.du.ac.in only. It shall be the responsibility of the candidate to monitor the same.

Principal

Educational Qualification:

Sr. No. 1: **Name of the Post: -Senior Personal Assistant**

Essential Qualifications: -

1. A Bachelor's Degree from a recognized University/Institute.
2. Minimum 03 years' experience 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 organisation of repute.
   (Note: The candidate shall be judged for
   (a) Proficiency in English/Hindi Stenography speed: 120 w.p.m. in English 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.)

3. Skill Test Norms on Computer:
4. Dictation: 10 minutes @ 120 w.p.m. in English / 100 w.p.m. in Hindi
   Transcription: 50 minutes (English) / 60 minutes (Hindi)
   Desirable:
1. Proficiency in English/Hindi & good communication skills.

Sr. No. 2: **Name of the post: -Assistant**

Essential Qualifications:
1. A Bachelor's Degree from any recognized Institute/University.
2. Two years 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.
3. Speed in English Typing @ of 35 wpm or Speed in Hindi Typing @ 30 wpm.
   Note: The Candidate should have proficiency in Computer Operations.

Sr. No.3: **Name of the post: -Junior Assistant**

Essential Qualifications: -
1. A Bachelor's Degree from any recognized Institute/ University.
2. English Typing speed @ 35 w.p.m. OR Hindi Typewriting @ 30w.p.m.
3. Proficiency in Computer Operations.

Sr. No.4: **Name of the Post: - Library Attendant**

Essential Qualifications: -
1. 10+2 or its equivalent examination from a recognized Board.
2. Certificate course Library Science from a recognized Institution.
   (Note:- Candidates shall be assessed for knowledge of Computer Applicat

Scheme of Examination

Scheme of Examination for direct recruitment to the post of SENIOR PERSONAL ASSISTANT

Scheme of Examination for the post of **SENIOR PERSONAL ASSISTANT** under Direct Recruitment

I. Scheme of Examination: -

	Type of Examination	Time:	Max. Marks
Paper-I	MCQ Type	2 Hours*	300 Marks (150 questions)
Paper-II	Descriptive Type	3 Hours*	200 Marks
Skill Test	Skill pertaining to subject matter of concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner / group of examiners appointed for the purpose	Time: ½ Hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature
Total Marks			**500**

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

II. Test Components:

Paper-I	**TEST COMPONENTS**	**Duration: 2 Hours**	
		No. of Questions	Marks
(i)	Questions pertaining to specific area of the post concerned	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**

Paper-II	**TEST COMPONENTS**	**Duration: 3 Hours**
		Marks
	Descriptive Type	200
	Total	**200**

C. Syllabus:

Paper-I:

(i) **Questions pertaining to specific area of the post concerned**: The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant-questions on Law, for Engineer-questions on Engineering etc.

(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 neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National / International Organizations / Institutions, events etc.

(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 English/Hind:**

In addition to the testing of candidate's understanding of the English of Hindi Languages, its Vocabulary, Grammer, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Part-II:

Descriptive Type: 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 and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis Packages	25 Marks
Essay	50 Marks (500 words)

D.   Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

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 qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% 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 for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I
5. There shall be negative marking for wrong answers in Paper I to tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. 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 fir for the respective post will be given preference.

   b) In case of further bunching/bracketing of candidates, candidate senior in age.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Scheme of Examination for recruitment to the post of ASSISTANT by direct recruitment:

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   **Duration:** 3 hours*

Description	Syllabus in brief	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.

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2. Stage 2: Selection of candidates
(a) Examination (Main)
Scheme of Examination   **Duration:** 2 hours*

Description	Syllabus in brief	
Descriptive Examination	Educational Administration and Management	**Marks**
	Functional aspects of Rules and their application in Higher Educational Institutions	200

- The merit shall be drawn on the basis of this examination.
- For further details Section II 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.

(b) Skill Test

Description		Time	
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.
• Shortlisted candidates who appear for the Examination (Main) as per Stage 2 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 questions would be MCQ based and designed to test the candidate's knowledge in following areas:

(a) General Studies — 35 questions

Includes:

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

Includes:

Reasoning, analytical abilities, decision making, data analysis and interpretation etc.

(c) General Mathematical Ability — 35 questions

Includes:

Calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

(d) Functioning of Higher Educational Institutions — 45 questions

Includes:

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

Examination (Main)

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

(a) Educational Administration and Management

Knowledge and awareness on higher education system in India, its regulatory bodies and recent developments.

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:

1. Understanding of Manual of Office Procedures
2. Noting and Drafting
3. Knowledge of Computer Operations
4. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm

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

- The question paper for Preliminary, Examination (Main) and Skill Test would be bilingual (English and Hindi). Applicant may respond in either language, but the same medium must be used throughout.
- All questions in Preliminary test shall be compulsory.
- Each question carries 02 marks.
- Negative marking of 0.5 mark for each wrong answer.
- Cutoff for qualifying Preliminary test will be 50% marks of the average score of top 03% candidates.
- Relaxation: 05% for SC/ST and 10% for PwBD category.
- Against one vacant post, 30 applications shall be shortlisted based on merit of Preliminary test.
- For more than one post, additional 15 applications per extra post.
  - Example:
    - 1 post – 30 applications
    - 2 posts – 45 applications
    - 3 posts – 60 applications

Candidates securing same marks as cut-off shall also be shortlisted.

Final assessment shall be based on Examination (Main) and Skill Test.

Skill Test will only be qualifying in nature.

Merit shall be drawn only for those shortlisted candidates who have appeared for both components.

Scheme of Examination for recruitment to the post of JUNIOR ASSISTANT by direct recruitment

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 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.**		

*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.

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) Basic knowledge of the Constitution of India; working of Indian Political System & Economy; and General Studies.:** The questions shall be based on the various provisions and articles of the Constitution of India, functioning of the Indian Political System and its Economy. Further, questions will also be based on areas of General Awareness and Studies relevant for the day to day functioning of the administration and management of Government.

- **b) Act, Statutes and Ordinances of the University of Delhi:** The questions shall be based on the provisions of the Acts, Statutes and Ordinances of the University of Delhi and applicability on the governance and administration of the University and its colleges. The questions shall also be based on other documents and publications notified by the University in this respect.

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).

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.

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 forrecruitment 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 Palsycandidates 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.

    (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 theadvertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{th}$ 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.

Principal

General Instructions

1. The posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.

2. The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) and Persons with Disabilities etc. in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

3. There would be a relaxation of 5% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to C, 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 in which they belong even if they have the merit to be considered otherwise for UR.

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

5. 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.

6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service.

7. 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.

8. The candidates are required to apply through Online Mode for the post (s) as per the advertisement within the prescribed time limit indicated in the advertisement. The candidates are also required upload their required self-certified copies/certificates/testimonials.

9. The applicants should not cross the upper age-limit on 21.03.2026 even after relaxation in upper age-limit as per the rules.

10. Application fee is to be deposited as per details given below:

S.No.	Category	Amount
1.	General/Unreserved candidates	Rs. 800/-
2.	OBC (NCL)/EWS/ SC/ST/PwD/Female	Rs. 600/-

The payment must be made through Online mode only. Applicants with incomplete information or without requisite fee or without required certificates shall be rejected.

11. Candidates belonging to EWS/Persons with Disabilities categories should upload a self-attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidates does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India.

12. Candidates should possess the prescribed educational qualification and experience as on 21-03-2026.

13. Candidates serving in Government/Public Sector Undertakings (including Boards)/Autonomous bodies/Universities/Colleges are required to send their applications through proper channel.

14. Canvassing in any form will be treated as disqualification.

15. Applications which do not meet the criteria given in the advertisement & / or incomplete applications are liable to be summarily rejected.

16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.

17. The College reserves the right not to fill up the post advertised, if the circumstances so warrant.

18. Fees once paid shall not be refunded under any circumstances nor can fee be held in reserve for any other written examination.

19. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of recruitment may also be filled up from the available candidates.

20. The College shall not be responsible for any delay/loss due to any technical reasons.

21. All candidates should have fulfilled the minimum eligibility on 21.03.2026.

22. Candidates called for interview, written test and / or skill test, as the case may be, shall do so at their own expenses. No TA/DA shall be paid.

23. The candidates are instructed to carefully read the eligibility criteria

24. If a candidate wishes to apply more than one post, he/she is required to apply separately for each post and online fee has to be deposited separately accordingly.

25. **Candidates already working are required to produce "No Objection Certificate" at the time of joining the post in case he/she/they is/are selected. Non-submission of "No Objection Certificate" at the time of joining shall lead to disqualification and no one shall be allowed to join the post without producing "No Objection Certificate".**

26. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the college shall process the applications entirely on the basis of information/documents are found to be false/incorrect by way of any omission or commission, the responsibility shall lie solely with applicant who shall be liable for action as per law.

27. All correspondence from the College including interview letters, information regarding written test etc., shall be sent only to the email address provided by the applicant in the online application form.

28. 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.

29. Last date for submission of application is as indicated in the present advertisement uploaded on the College website.

30. The candidates are also required to upload their copy of relevant documents (self-attested) as per portal.

31. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.

32. The College shall accept the applications form through online mode only. Applications other than online mode will not be accepted.
33. In order to avoid last minute rush, the candidates are advised to apply early enough. The College shall not be responsible for any network problem or any other such type of problem.

34. Only short listed candidates, who are found apparently eligible based on the details given in the online application form, will be called for the written test and/or skill test as the case may be.

35. The EWS candidates must ensure that their EWS certificate must have been issued by the competent authority on or after March 31, 2025. Such certificates issued before March 21, 2026 will not be accepted.

36. 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.

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

Principal