

DYAL SINGH EVENING COLLEGE
A Full-fledged Day College
 (University of Delhi)
Lodi Road, New Delhi-110003

Dated: 14.08.2024

Advertisement No.DSCE/Advt./NT/467

Offline Applications are invited for the following Non-Teaching Posts(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 th CPC)	No. of Total posts	No. of Posts				Upper Age Limit
				UR	SC	OBC	PwBD	
1.	Administrative Officer	Pay Level 10	02	01	-	-	01(VI)	35 Years
2	Section Officer	Pay Level-7	01	-	01	-	-	35 Years
3	Senior Technical Assistant (Computer)	Pay Level-6	01	01	-	-	-	30 Years
4	Junior Assistant cum Typist	Pay Level-2	01	-	-	-	01(VI)	27 Years
5	Library Attendant	Pay Level-1	02	01	-	01	-	30 Years

Note: UR- Unreserved, SC- Scheduled Caste, PwBD - Person with Benchmark Disabilities (VI) Visual impairment including blindness and low vision.

For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit the college website www.dsce.du.ac.in or Delhi University website www.du.ac.in. The prescribed application form accompanied by self-attested copies of all the required certificates must reach latest by 06.09.2024 or within 21 days from the date of publishing the advertisement in the employment news. Those in service should apply through proper channel.

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 only. It shall be the responsibility of the candidate to monitor the same. The recruitment of above mentioned post(s) shall be subject to the approval of Governing Body/UGC/University of Delhi.



Principal
 प्राचार्य / Principal

दयाल सिंह (सांध्य) महाविद्यालय
Dyal Singh (Evening) College
 दिल्ली विश्वविद्यालय/University of Delhi
 लोधी रोड, नई दिल्ली-110003
Lodhi Road, New Delhi-110003

DYAL SINGH EVENING COLLEGE
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Advertisement for the posts of Non-Teaching Vacancies

Important Date and Fee Details

Advertisement Reference Number		DSCE/Advt./NT/467
Date of publication of Advertisement		17-08-2024
Last Date for receipt of Application Form in college		06th Sept. 2024
Fee Payable by Candidate	General/Unreserved/ OBC	700(Non-refundable)
	Scheduled Caste	400(Non-refundable)
	PwD & Female	NIL
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

[* OBC-NCL (Other Backward Classes)-NCL (Non-Creamy Layer) as per the Central List of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in>) may mention OBC-NCL in the category column. **State List OBC-NCL candidates who are not in OBC-NCL(Central List) must choose Unreserved /General**]

1. The Demand draft should be made in favour of Principal, Dyal Singh Evening College payable at Delhi with regard to payment of fees as per their respective categories. Applications without the requisite demand draft will be rejected.
2. The applicants must send their application forms by way of speed post / courier / general dak addressed to **The Principal, Dyal Singh Evening College, Lodi Road, New Delhi – 110003** on or before 06.09.2024. No application will be received in the college by hand.
3. The applicants are advised to send their applications well before the due date so that it reaches in the college in time.
4. The applications lost in transit or not received in the college by due date shall not be considered. The college will not be held responsible for not considering such applications.

Educational Qualification:

1. ADMINISTRATIVE OFFICER

: Pay Level-10 as per 7th CPC

Essential

- Good academic record with Master's degree with at least 55% of marks or its equivalent grade of in the UGC seven point scale.

Desirable:

1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/university/educational or Research Institution/Teaching and /or Research experience along with administrative capabilities.
2. L.L.B or MBA or CA/ICWA or MCA or M.Phil/ Ph.D. qualification.

2. SECTION OFFICER

: Pay Level 7 as per 7th CPC

Essential: Graduate from a recognized University.

Desirable:

1. Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
2. Experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

3. SENIOR TECHNICAL ASSISTANT (COMPUTER)

: Pay Level 6 as per 7th CPC

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. JUNIOR ASSISTANT CUM TYPIST

:Pay Level -02 As per 7th CPC

Essential:

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University/Institution.
2. Having a typing speed of 35 w.p.m.in English or 30 w.p.m .in Hindi Typewriting through Computers.

5. LIBRARY ATTENDANT

:Pay Level 1 as per 7th CPC

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.

Scheme of Examination

1. Scheme of Examination for Direct Recruitment to the post of Administrative Officer by Direct Recruitment

The following shall be the Scheme of Examination ,components of written test, personality test and its syllabus for recruitment to the post of Administrative Officer by Direct Recruitment

I. Scheme of Examination

Written Test			Interview /Personality Test
MCQ Type(150Questions) Paper I	Time: 2 hours *	Max marks allowed :150 marks	Max. marks allowed150marks
Descriptive Type Paper II	Time: 2 hours *	Max. marks allowed:150 marks	
Total marks(150 +150+150)			450marks

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

II. Components of Written Test:

Components		Duration :2hours	
		No. of Questions	Marks
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
Total			300

III. Syllabus

PaperI:Test of General Studies (MCO Type)

Question will be designed to test the ability of the Candidate's **General Studies** viz. General Science, Current Events of National and International importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Question on **General Studies** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well education person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India, Question on the Geography of India will relate to physical, social and economic Geography of the country, including the main feature of Indian Agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and constitute of India, Panchayat Raj, Social System and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (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, basic concepts and principles of Public Administration including organization, Hierarchy, Unity of command, Span of Control, Authority and Responsibility, Coordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget

Application of information communication Technology (ICT) and other modern technologies in the University system

IV. Personality Test/Interview

The interview / personality test shall be conducted in such a manner that the candidates suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper 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 the language must be used throughout.
2. The question 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% 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 for shortlisting the candidate for interview.
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 the tune of $\frac{1}{4}$ th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test / Interview separately. The Merit List shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview
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 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.

2. Scheme of Examination for Direct Recruitment to the post of Section Officer

The following shall be the Scheme of Examination ,components of written test and its syllabus for recruitment to the post of **Section Officer** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – IMCQ Type	Time: 2 hours*	Max. marks: 300 marks(150questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

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

B. Test components:

Paper-I	TESTCOMPONENTS	DURATION:2hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TESTCOMPONENTS	DURATION:3hours
		MARKS
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper -I:

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

(ii) Reasoning Ability: The syllabus 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.

(iii) Mathematical Ability: The test 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.

(iv) Test of English or 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.

Paper -II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidate's 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)

Note:

1. The question paper 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. 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% 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. 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 the tune of $\frac{1}{4}^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
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 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.

3. Scheme of Examination for Direct Recruitment for the post of SENIOR TECHNICAL ASSISTANT(Computer)

The following shall be the scheme of examination, components of written test and its syllabus for the post of SENIOR TECHNICAL ASSISTANT (Computer)

• Scheme of Examination:

Paper-I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper-II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned Post would be assessed through a skill test to be Conducted by the concerned department under the Direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which Will elicit the ability of the candidate in handling Various scientific/humanities experiments/tests, as The case may be in a typical laboratory set up of the Concerned department. This skill test is aimed to Check the practical knowledge of the candidate in Terms of various Do's and Don'ts in a laboratory Related to various hazards ,precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the Candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

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

Paper-I	TESTCOMPONENTS	DURATION:2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40
(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

A. Detailed Syllabus for Paper-I:

(i) **General science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

(ii)

For Senior Technical Assistant (Computer) the questions may be based on computer science and computer applications.

(iii) 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 every day 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.

(iv) 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.

(v) 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.

(vi) 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.

B. Paper-II: Subject specific laboratory based practical questions. The paper will cover the following areas:

Topic	Marks allocated
<ul style="list-style-type: none">• Subject specific laboratory based Practical questions• Knowledge of Computers with special reference to knowledge of Word processing, data analysis packages	Section1-MCQ 100 marks (50 questions) Section2- Descriptive 50 marks (5 questions)

C. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

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 examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II 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 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 MCQ based questions to the tune of $1/4^{\text{th}}$ 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 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.

4. **Scheme of Examination for Direct Recruitment to the Post of JACT / Junior Assistant**

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

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max.Marks:
Paper-I	MCQ Type	3hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5hours	100
Total Marks			300

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

B. Test Components

Paper -I	Test Components	Duration :3hours	
		No. of Questions	Marks
i)	General Awareness	50	50
ii)	Reasoning Ability	50	50
iii)	Mathematical Ability	50	50
iv)	Language English or Hindi	50	50
	Total	200	200

Paper-II	Test Components	Duration :1 hour
		Marks
	Essay, comprehension & Letter writing	100
	Total	100

Skill Test	Test Components	Details
		Marks
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30words per minute in Hindi, which will be tested on a computer (PC)*

*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempted from the skill test.

C. Syllabus:

Paper I:

(i) **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 every day 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.

(ii) **Reasoning Ability:** The syllabus 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.

(iii) **Mathematical Ability:** The test 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.

(iv) **Test of English or 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.

Paper-II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

The typing test shall be a skill test, which 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 language. 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% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
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 the tune of $\frac{1}{4}$ th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit 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 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.

5. 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 direct recruitment:

I. Scheme of the Examination:

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

* 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 :3hours	
		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

II. Detailed Syllabus:

(i) **Library Aptitude** : Question will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The question 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 every day 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 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 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 or 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 language. 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 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/PwD 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. There shall be negative marking for wrong answers in Paper-I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit 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.

GENERAL CONDITIONS FOR THE APPLICANTS

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi and amended from time to time. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. A separate application form along with requisite fee has to be submitted for each post. Application form available in the Information Brochure on the College website i.e., <http://dsce.du.ac.in>
3. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / 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.
4. **AGE RELAXATION:**
 - a. The upper age limit prescribed for the advertised post shall be relaxed 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 relaxed 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.
 - 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).
 - d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.
 - e. The above provisions are summarized in the table given below:

S. No.	Category	Age Relaxation permissible beyond the upper age limit (prescribed in the section for qualification)
1.	SC/ST	5years
2.	OBC(NCL)	3years
3.	PwD	10years
4.	PwD+OBC(NCL)	13years
5.	PwD+ SC/ST	15years
6.	Ex-servicemen and commissioned	5years

	Officers including ECO/SSCOs	
7.	Permanent Employee in Government Departments/ Statutory or Autonomous Bodies/Universities/ affiliated or constituent colleges under the University/Public Section Undertakings	5years or the number of years (in completed years) which ever is less provided they have rendered at least three regular service in the Government Departments/Statutory or Autonomous Bodies/Universities/affiliated or constituent colleges under the University / Public Sector Under takings
8.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon
9.	Persons who are already working on contract / daily wages / adhoc basis in the University of Delhi or its college(s)	Upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges

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

5. **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**
 - a. Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) and income certificate 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 2024-2025, therefore, valid NCL-OBC certificate issued on or after 1st April 2024 will be considered valid. Candidates who have NCL-OBC certificate issued before this period will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format 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.
 - b. 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 enclosed with the application.
7. Those who are in employment with State/Central Govt/PSU, must submit a 'NO OBJECTION CERTIFICATE' from the employer at the time of submission of application before the due date. Failure to submit 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. All correspondence from the College including written test / interview letter, if any, shall be made available on the college website i.e. <http://dsce.du.ac.in>
12. 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.
13. 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 candidates, wherever applicable.
14. 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.
15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
16. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application, they
Shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multistage document verification in online/offline mode as prescribed including verification from original & others. If any one 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.
17. 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. It will be subject to fulfilment 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.
18. The application form with Admit Card duly filled by candidate along with the self-attested copies of all testimonials must reach to The Principal, Dyal Singh Evening College, Lodi Road New Delhi-110003 on or before 06.09.2024.


Principal

प्राचार्य / Principal

दयाल सिंह (साध्य) महाविद्यालय

Dyal Singh (Evening) College

DYAL SINGH EVENING COLLEGE | 21 दिल्ली विश्वविद्यालय/University of Delhi

लोधी रोड, नई दिल्ली-110003

Lodhi Road, New Delhi-110003

Application Form

APPLICATION FORTHEPOSTOF _____

DD No. _____ Dated _____ Fee _____

Issuing Bank _____

In favour of _____

1. Applicant Name(in BLOCK LETTERS).....

2. Father's/Husband's Name.....

3. (i) Date of Birth (in DD/MM/YYYY).....

(ii) Age(in Years).....

4. (i)Nationality.....(ii) Gender.....(iii)Marital Status.....

5. (a)Post held, if any, at the time of sending the application and date of appointment (whether permanent, or contract etc.).....

(b)Name and Address of Employing authority.....

6. Do you belong to SC/ST/OBC/EWS/PWD/General

(If yes, Please attach certificate)

7. Address

Postal Address	Permanent Address

8. Applicant Email ID(Must Provide).....

9. Applicant Mobile No.....

Affix Passport Size
Photograph

10. Academic Qualifications

Year	Examination	Name of the Board /University	School/College Attended	Subject	% of marks	Division

11. Technical qualifications (if any).....
12. Computer knowledge ,I fany,.....
13. Typing Speed.....Shorthand.....
14. Experience

Name of the Institution /Organization	Designation	Scale of Pay	Period		Remarks
			From	To	

Note:

- Self-attested copies of certificates, mark-sheets etc. should be attached with the application form and the originals must be produced at the time of joining, if selected.
- No T.A./D.A. shall be paid to the applicants for appearing the test/skill test, applicants shall do so at their own expenses.
- Employed applicants will send their applications through proper channel.

Declaration

I hereby declare that all the statement made in this application is true to the best of my knowledge and belief.

(Signature of Applicant)

15. Forwarded with remarks that the facts stated in the above application have been verified and found correct and this institution / organization has **NO OBJECTION** to the candidature of the applicant being considered for the post.

Signature

Head of the Institution/Organization with seal and address

16. List of Enclosures

- a.
- b.
- c.
- d.
- e.

ADMITCARD

Test/ Skill Test for the Post of _____
(To be filled by the applicant)

(For Office Use)	
Roll No	<hr/>
Date of Examination	<hr/>
Address of Exam Centre	Dyal Singh Evening College, University of Delhi Lodi Road, New Delhi-110003

Affix Passport
Size Photograph

(To be filled by the applicant)

Applicant Name :

Father's/Husband's Name :

Category :

(SC/ST/OBC/EWS/PwD/General)

Address :

Email :

Mobile :

Principal

INSTRUCTIONS FOR APPLICANTS FOR TEST /SKILLS TEST

1. The applicants are required to fill up the Admit Card correctly. The college shall not be held responsible for any postal/email delay and non-receipt of admit card
2. On the basis of the information supplied by applicant in the application form and the documents annexed thereto, the applicant is provisionally allowed to appear in the test / skills test as per schedule (Placed on college website). The applicant is required to bring any government issued ID-Card to establish his / her identity (like voter card, driving license, passport, etc). Mere appearing in the written test does not constitute any offer for employment.
3. The candidature of the applicant is provisional and if it is found, even after written test, that the applicant is not eligible for the post, his/her candidature would be cancelled.
4. Reporting time at examination centre will be half an hour before the commencement of examination and last entry in examination centre would be 10 minutes prior to commencement of examination.
5. Watches calculators, Mobile Phones, Log Tables, Electronic Gadgets with or without Built-in calculators, Blank or printed paper, written chits etc., are not allowed in the examination hall. Even possession of the above things will also lead to disqualification from the examination.
6. No applicant will be allowed to leave the examination hall without handing over his / her Question Booklet and Answer Sheet copy to the invigilator on duty.
7. Applicant should read the instruction given on Question Booklet as well as Answer Sheet very carefully before giving answer.
8. The applicant has to show his Admit Card to the invigilator and other college officials as and when required.
9. The applicant without Admit Card or with Admit Card having disfigured, spoiled or distorted photograph shall not be allowed to appear for the examination.
10. If an applicant is found using any kind of unfair means his/her result will be cancelled and will be treated as disqualified in addition to other legal action.
11. It is the responsibility of the applicant to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in future (during the process of selection or even after appointment) that the applicant was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules
12. Candidate should regularly check the college website <http://dsce.du.ac.in> for further information and updates