

DYAL SINGH EVENING COLLEGE
(University of Delhi)
LODI ROAD, NEW DELHI-110003

Advt. No. 1130/P/EC

18.03.2024

Applications are invited from the eligible candidates on prescribed format for the following non-teaching posts on contractual basis initially for a period of six months which is extendable for further period depending upon the performance of the selected candidates.

S.No.	Name of the Post	No. of Posts	UR	OBC	PwD	Age Limit
1.	Senior Technical Assistant (Computer)	1	1	-	-	30 Years
2.	Junior Assistant	1	-	-	1(VI)	27 Years
3.	Library Attendant	2	1	1	-	30 Years

UR-Unreserved, OBC-Other Backward Class, PwBD- Person with Benchmark Disabilities, VI-Visual Impairment (Low Vision)

1. Senior Technical Assistant (Computer) (Pay Level-6: 35400/- + DA)

Eligibility Conditions: 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.

2. Junior Assistant (Pay Level-2: 19900/-+DA)

Eligibility Conditions: Essential:-

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

3. Library Attendant (Pay Level-1: 18000/-+DA)


Eligibility Conditions: Essential:-

- (i) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
- (ii) 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.

IMPORTANT INSTRUCTIONS:

1. All the candidates for recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and skill test.
2. The scheme of the examination including weightage of marks for written test etc. as prescribed by the University from time to time.
3. The upper age limit prescribed for recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Govt. of India in this regard from time to time as applicable to Central Government establishment.
4. Applicant/s must submit their application to the Principal, Dyal Singh Evening College, Lodi Road, New Delhi-110003, using the prescribed format, available on the college website, along with their self-attested testimonials as well as a passport size photograph in a sealed envelope superscribed "Application for the post of " latest by 02.4.2024.
5. Application fees are to be submitted as per details given below:-
 - (i) Rs.500/- for UR/OBC/EWS Category via bank draft in favour of "The Principal, Dyal Singh Evening College" payable at New Delhi.
 - (ii) No application fee will be charged from applicants from PwBD category and women applicants.
 - (iii) Fees once paid will not be refunded under any circumstances.
6. Incomplete applications shall be summarily rejected. Applications without the supporting documents shall be considered incomplete.
7. The college reserves the right to change the nature and/or number of posts advertised or to abolish the post without assigning any reason thereof.
8. The posts are on Contractual basis and the services can be terminated at any time without any notice or without any reasons thereof. Incomplete details in application or application submitted without photograph along with supporting documents shall be rejected.
9. Any addendum and corrigendum will be notified on the College website only.
10. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
11. List of eligible candidates and the date of written test will be published on the college website (www.dsce.du.ac.in) after the scrutiny of applicants. Applicants are advised to check the College website regularly.


(Prof. Bhawna Pandey)
Principal

Copy to:

1. Registrar, University of Delhi
2. DUCC for uploading on the University Website
3. College website
4. College Notice Board

DYAL SINGH EVENING 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 any reserved category (Yes/No)
If yes, name of the category
(OBC/SC/ST/PwD(OH/VI/HH)

b) Whether applying under any reserved category as per advertisement. If yes, name of the category (Yes/No)
.....
(OBC/SC/ST/PwD(OH/VI/HH)

5. (a) Address of Communication
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Phone: Mobile:

Email ID:

(b) Permanent Address
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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. Do you know typewriting : If English(Yes/ No) Hindi.....(Yes/No)
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

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15. a) Details of Referees /
Employers No. 1

Name, Address & Telephone Numbers

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b) Details of Referees /
Employers No. 2.

Name, Address & Telephone Numbers

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16. Details of Extra Curricular Interest, if any:

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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:.....

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:

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Signature of The Head of the organisation
(with seal)