



DYAL SINGH EVENING COLLEGE

(University of Delhi)

Lodi Road, New Delhi-110003

Phone: 011-24367658 Fax 01124369983 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/NT/1/20

29.01.2020

Offline Applications are invited for the following 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:-

S.No.	Name of the post	Pay Scale in the Pay Matrix (as per 7 th CPC)	Total no. of posts	No. of Posts			Age
				UR	SC	PwBD	
1	Semi Professional Assistant (Library)	Level-6 (35400-112400)	1	1	-	-	35 Years
2	Sr. Technical Assistant (Computer)	Level-6 (35400-112400)	1		-	1 LD	35 Years
3	Assistant	Level-4 (25500-81100)	1	-	1	-	30 Years
4	MTS - Library	Level-1 (18000-56900)	2	1	1	-	27 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.

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.
2. Candidate can also download the Application forms from the College website. (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.
3. 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.
4. The upper age limit and minimum educational qualification for the post shall be determined as on the last date for submitting Application Form.
5. 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.

6. 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.

7. Candidates serving in government/ autonomous bodies/ PSU etc. are required to send their application(s) through proper channel.

8. Candidates would be required to submit self attested copies of their documents / testimonials mentioned in the application form at the time of applying.

9. 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.

10. 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.

11. 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.

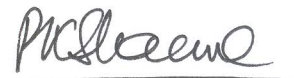
12. The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are required to refer the College website time to time for updation / modification, if any. Those who fulfill only the minimum qualification for the positions, may not all be called for interview / written test.

13. 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.

14. No T.A. or D.A. will be paid for appearing in the written test and interview.

15. 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

PRINCIPAL

Dyal Singh (Evening) College
(University of Delhi)
Lodhi Road, New Delhi-110003

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW

SEMI PROFESSIONAL ASSISTANT (LIBRARY) ;

Essential Qualifications:

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
2. B.Lib.Sc/B.L.I.Sc with 50% marks.
3. Course in Computer Applications at Graduate or PG Level or 6 months Computer course from a recognized institution.

SENIOR TECHNICAL ASSISTANT (COMPUTER):

Essential Qualifications:

MCA or M.Sc. (Computer Science/IT) from a recognized University / Institute with one year experience or B.Tech. /B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

ASSISTANT:

Essential Qualifications:

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.
OR
Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.
2. Minimum 2 Years of Administrative Experience.

MTS-LIBRARY:

Essential Qualifications:

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.

1. Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Semi Professional Assistant by direct recruitment.

A. Scheme of the Examination:

Written Test		
Paper - I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

*15 minutes extra per minute would be given to Visual Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(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.

(#the candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwBD)

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.

(ii) 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.

(iii) 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.

(iv) **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.

C. **Paper - II:** The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the followingsubjects.

Topic	Marks allocated
<ul style="list-style-type: none"> • Knowledge and application of Library and Information Science Procedures, rules & Regulations. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. 	Section 1 – MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

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 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.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwBD.
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 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit shall be drawn on the basis of combined scores of the two 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.

2. Scheme of Examination for Direct Recruitment for the post of SENIOR TECHNICAL ASSISTANT

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

A. Scheme of Examination:

Paper -I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2hrs.*	Max. Marks: 300 marks (150 questions)
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Paper – II Subject specific laboratory based practical questions	Time: 3hrs.*	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 setup 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: 1hrs.*	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 and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	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

B. 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. (#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwBD)

(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.

C. 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 	<p>Section 1 - MCQ 100 marks (50 questions)</p> <p>Section 2 – Descriptive 50 marks (5 questions)</p>

A. 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.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwBD.
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 1/4th 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.

3. Scheme of Examination for Direct Recruitment to the Post of Assistant

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

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max marks:
Paper-I	MCQ Type	2 hours*	300 (150 questions)
Paper-II	Descriptive type	2 hours*	150
Total Marks			450

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

B. Test components:

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

Paper-II	TEST COMPONENTS	DURATION: 3 hour	
		MARKS	
	Descriptive Type	150	
TOTAL		150	

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 neighboring 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 question will be designed to test the ability of candidate's knowledge and awareness about the subject detailed below:

Paper – II	TEST COMPONENTS	DURATION: 3 hours
		Marks allocated
(i)	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
(ii)	Basic knowledge of the administration in institution of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
(iii)	Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
(iv)	English/Hindi with special reference to skill in nothing/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
(v)	Situation Test essay, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
(vi)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
	TOTAL	150

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/PwBD 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 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II 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 reference.
 - 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.

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- 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 MTS-Library

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of MTS-Library 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 and Cerebral Palsy candidates.

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.

(The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwBD)

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.

(ii) **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.

(iii) **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.

(iv) **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.
However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwBD.
4. There shall be negative marking for wrong answers in written test to the tune of 1/4th 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.



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

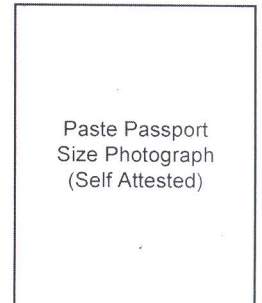
APPLICATION FORM FOR NON-TEACHING POSTS

Post Applied for

Advertisement No.

Bank Draft No. / Date

Name of Bank (on which DD drawn)



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

2. Father's Name:

3. Date of Birth: i)

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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/VH/HH))

b) Whether applying under any reserved category as per advertisement. If yes, name of the category(Yes/No)

.....

(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 /
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:

.....
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.