

**DYAL SINGH EVENING COLLEGE
(University of Delhi)
Lodhi Road, New Delhi-110003**

A Full-fledged Day College
(as per Executive Council Resolution No.8-35 of the University of Delhi)


28.12.2020

Interview for 1 post of Office Management & Secretarial Practice (OMSP) (English) Instructor on guest basis will be held on 2nd January, 2021 at 2.00 PM in the Seminar Hall of the College.

Candidates who fulfill the eligibility criteria as per essential qualifications mentioned below are requested to come for interview on the Date and Time mentioned above. Pay and allowance will be as per University/UGC rules.

Candidates are requested to report half an hour before the scheduled time failing which no candidate will be allowed to appear for the interview. Candidates are also requested to bring original documents as well as a copy of the same. No T.A./D.A. will be paid for the interview.

The College reserves the right to change the nature of the post or to increase or decrease or not to fill any post in any of the categories.


(Dr. Pawan Kumar Sharma)
Principal

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1. For College Website
2. For University of Delhi Website
3. Notice Board (Staff) College

Essential Qualifications for OMSP (English) Instructor

1. A Graduate from a recognized University in any discipline.
2. Diploma / Certificate of higher or lower grade in English Shorthand and Typewriting of a examination body other than UPSC.
3. Teaching experience in English Shorthand through common words: (b) Vertical, horizontal or higher frequency word pattern of teaching typewriting and (c) General English.
4. Aptitude for teaching English Shorthand and Typewriting.
5. Minimum of 10 years "service as English Stenographer".

Desirable Qualifications:

1. Graduate Degree in Computer Application / Office Management / Secretarial Practice or equivalent discipline from a recognized University.