

**DYAL SINGH COLLEGE (EVE.)**  
**(University of Delhi)**  
**LODI ROAD, NEW DELHI**

Applications are invited for the following non-teaching post (s) on permanent basis on the prescribed application form. The details of the posts, number of vacancies, qualification(s), pay band, grade pay are given below:

Sl. No	Name of the Posts	No of Posts					Upper Age Limit	Pay Band (Rs.)	Grade Pay (Rs.)
		UR	OBC	SC	ST	PwD			
1	Administrative Officer	1	-	-	-		35 Years	PB-3 : 15600-39100	5400
2	Sr. Technical Assistant (Computer)		-	-	-	1OH	35 Years	PB-2 : 9300-34800	4200
3	Assistant	1	-	-	-	-	30 Years	PB-1 : 5200- 20200	2400
4.	Junior Assistant	1	2	-	-	1 VH	27 Years	PB-1 : 5200-20200	1900
5	MTS - Library		1	1	1		27 Years	PB-1 : 5200-20200	1800
6	MTS - Computer Lab.	-	1	-	-	-	27 Years	PB-1 : 5200-20200	1800

Abbreviation: UR- Unreserved, SC- Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class, PwD Person with Disabilities, VH- Visually Handicapped, OH- Orthopedically Handicapped

1. Candidate can obtain the Application Forms from the College Office on all working days (Monday to Friday) between 2.00 p.m. to 7.00 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 PwD 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 PwD.
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/PwD 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 fulfil 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**