

# दयाल सिंह कॉलेज

(दिल्ली विश्वविद्यालय)

लोधी रोड, नई दिल्ली-110003

दूरभाष/फैक्स: 24367819, 24365606

ईमेल: [principal@dsc.du.ac.in](mailto:principal@dsc.du.ac.in)

वेबसाइट: [www.dsc.du.ac.in](http://www.dsc.du.ac.in)



NAAC Accredited 'A' Grade  
NIRF All India Rank  
2017(8<sup>th</sup>), 2018(25<sup>th</sup>), 2019(20<sup>th</sup>)

# DYAL SINGH COLLEGE

(University of Delhi)

Lodhi Road, New Delhi – 110003

Tel. / Fax: 24367819, 24365606

Email: [principal@dsc.du.ac.in](mailto:principal@dsc.du.ac.in)

Website: [www.dsc.du.ac.in](http://www.dsc.du.ac.in)

Ref.No.:DSC/ADMN/NT/ 208

Dated:14.06.2024

## Advertisement

Applications are invited for the following Permanent Non-teaching post:

<p>दयाल सिंह कॉलेज (दिल्ली विश्वविद्यालय) लोधी रोड, नई दिल्ली-110003 वेबसाइट/website: <a href="http://www.dsc.du.ac.in">www.dsc.du.ac.in</a> Ref.no.DSC/ADMN/NT/24/170 प्राचार्य के वरिष्ठ निजी सहायक के एक पद के लिए आवेदन आमंत्रित किए जाते हैं Applications are invited for one post of Senior Personal Assistant to the Principal आयु/Age -35 वर्ष Years , वेतनमान/Pay level -07 शैक्षणिक व अन्य योग्यताओं के लिए कॉलेज की वेबसाइट <a href="http://www.dsc.du.ac.in">www.dsc.du.ac.in</a> देखें। Visit the college website <a href="http://www.dsc.du.ac.in">www.dsc.du.ac.in</a> for Educational &amp; other qualifications. अवकाश की अंतिम तिथि: विज्ञापन आने से 15 दिन तक. Last date of Application: 15 days from publishing of Advertisement</p>		<p>DYAL SINGH COLLEGE (University of Delhi) Lodhi Road, New Delhi – 110003 Email:<a href="mailto:principal@dsc.du.ac.in">principal@dsc.du.ac.in</a> Dated:-05.06.2024</p>
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Sd-  
(प्रोफेसर विनोद कुमार पालीवाल /Prof.V.K.Paliwal)  
प्राचार्य/Principal

S.No.	Name of Post	Pay Level	No. of Post	Category	Max. Age
1	Sr. Personal Assistant	07	01	Unreserved	35

- Candidates fulfilling the eligibility criteria should apply through Application form available on the College website [www.dsc.du.ac.in](http://www.dsc.du.ac.in).
- Any addendum/corrigendum shall be posted only on the College website.
- The last date of submission of Application Form is 15 days from the date of publication of this advertisement in the Employment News.
- Application received after last date will be rejected.

### NOTE:

- Before filling up the application form, candidates are advised to carefully go through the advertisement and satisfy their eligibility with regard to qualification/experience/age etc. before submitting the application form.
- All the candidates for direct 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, skill test and other formalities as prescribed by the University of Delhi from time to time.
- The scheme of examination including weightage of marks for written test and skill test, etc., as prescribed by University of Delhi from time to time.



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1.	Name of Post	<b>Senior Personal Assistant</b>
2.	No. of Posts	01
3.	Classification	Group B, Ministerial
4.	Scale of Pay	<b>Pay Level 07</b>
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	<b>35 years</b>
7.	Educational & other qualification required for direct recruitment	<b>Essential:</b> <ol style="list-style-type: none"><li>1. A Bachelor Degree from a recognized University.</li><li>2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.</li><li>3. Skill test norms<ol style="list-style-type: none"><li>(a) Dictation: 10 minutes at an average speed of 100 w.p.m.</li><li>(b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.</li><li>(c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.</li></ol></li></ol> <b>Desirable:</b> <ol style="list-style-type: none"><li>1. Degree/Diploma in Computer Application/Science.</li><li>2. Diploma in Office Management and Secretarial practice.</li><li>3. Knowledge of service rules applicable for Central Government establishments.</li></ol> <b>Note:</b> <ol style="list-style-type: none"><li>1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.</li><li>2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.</li><li>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</li></ol>
8.	Period of probation (if, any)	01 year for the Direct Recruits.



Scheme of Examination - Senior Personal Assistant

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University of Delhi

4.8.4 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'B' (Non Gazette) level (Level 06, Level 07), for example Assistant Manager (Guest House), Security Officer, Assistant Security Officer, Hindi Translator, Legal Assistant, Personal Assistant, Console Operator, Assistant Electronic Engineer, Workshop Technician, Network & System Operator, Physiotherapist, Technician, Social Worker, Draftsman Grade -I, Nurse, X-Ray Technician, Horticulturist, etc.

A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	3 hours*	200 marks
<b>Skill Test</b>	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks</b>			<b>500</b>

\*15 minutes 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: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	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
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

Paper-II	TEST COMPONENTS	DURATION: 3 hours	
		MARKS	
	Descriptive Type	200	
	<b>TOTAL</b>	<b>200</b>	



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## C. Syllabus:

### Paper - I:

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(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 English/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 on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates 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)

## D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.



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**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 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 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 Paper I to the tune of 1/4<sup>th</sup> 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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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### **GENERAL INSTRUCTION TO THE CANDIDATES:**

1. The post shall be filled as per the latest Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi/UGC from time to time.
2. Age relaxation (if applicable) will be allowed as per guidelines of University of Delhi/UGC.
3. The upper age limit for the post advertised shall be determined as on the last date of advertisement.
4. **Application fee details:**

<b>Category</b>	<b>Fee (Rs.)</b>
<b>UR/OBC/EWS</b>	<b>500</b>
<b>SC/ST</b>	<b>250</b>
<b>No application fee shall be charged from PwBD and Women Applicants.</b>	

Application fee should be submitted in the form of a Demand Draft in favour of "Principal, Dyal Singh College", payable at New Delhi. Fees once paid shall not be refunded under any circumstances.

5. The completed Application form along with the self-attested copies of all the documents/testimonials should be sent to "The Principal, Dyal Singh College, Lodhi Road, New Delhi – 110003".
6. The name of the post must be Super-Scribed clearly on the envelope as given below: "APPLICATION FOR THE POST OF SENIOR PERSONAL ASSISTANT".
7. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel. No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer must also be submitted at the time of final selection.
8. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/skill test/interview (if applicable). Only short-listed candidates will be called for written test/skill test.
9. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
10. It is the responsibility of the candidate 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 the future – during the process of selection or even after appointment – that the candidate 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.

11. The college reserves the right not to fill up the post advertised, without arising any reason.
12. Application received without complete information or without requisite fees shall be liable to be rejected.
13. All expenses for appearing in written test, practical or skill test (if any) or for interview (if applicable) shall be borne by the candidates themselves. No TA/DA shall be paid.
14. Please note that all future correspondence regarding the date of written test/skill test/ interview (if applicable), etc. shall be uploaded on the college website only ([www.dsc.du.ac.in](http://www.dsc.du.ac.in)).
15. The college shall verify the antecedents of the candidate and the documents submitted by him/her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
16. In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate.
17. All the documents enclosed with the application form shall be self-attested. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and the self-certified copies of documents/testimonials.
18. 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 qualification mentioned herein.
19. The candidate must ensure that correct e-mail address and mobile number are provided in the application form and are of their own (which cannot be changed later) as communication may be sent by the college through digital means. The candidate should check their email (including spam) and college website ([www.dsc.du.ac.in](http://www.dsc.du.ac.in)) on a regular basis.
20. Request for change in any particular in the Application Form shall not be entertained under any circumstances.
21. Canvassing in any form will be a disqualification



(Prof. V. K. Paliwal)  
Principal

# DYAL SINGH COLLEGE

(University of Delhi)

Lodhi Road, New Delhi – 110003

Phone:011-24367819 Website: www.dsc.du.ac.in

## APPLICATION FORM FOR NON-TEACHING POST

Post Applied for, .....

Advertisement No. ....

Bank Draft No. / Date .....

Name of Bank (on which DD drawn) .....

Amount of fee .....

Paste latest  
Passport Size  
Photograph (Self  
Attested)

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

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

3. Date of Birth: 

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ii) Age:..... Years:..... Month: ..... Day:..... as on Last Date of Submission of application

4. a) Whether belongs to .....(Yes/No)  
any reserved category  
If yes, name of the category .....  
(OBC/SC/ST/EWS/PwD(OH/VH/HH))

5. (a) Address for Communication .....

Phone/Mobile.....

Email ID: .....

(b) Permanent Address .....

6. Gender .....(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   
 MS Excel   
 MS Powerpoint

E-Mail   
 Browsing & 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:.....

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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)