



DYAL SINGH EVENING COLLEGE

A Full-fledged Day College

(University of Delhi)

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

Ref. No. 189/P/EC

Dated: 03.06.2025

NOTICE

All Junior Assistants (*Permanent*) of the College are hereby informed that the **Limited Departmental Examination (LDE)** for promotion to the post of **Assistant (1 Post)** will be conducted as per the following schedule:

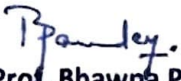

Date : 08.06.2025

Time : 10:00 AM

Venue : College Premises

Interested employees are requested to apply on or before **05.06.2025**.

The **Scheme of Examination** for the LDE for the post of Assistant is enclosed herewith for reference.


(Prof. Bhawna Pandey)
Principal




दिल्ली विश्वविद्यालय University of Delhi

4.3.8 Scheme of Examination for Limited Departmental Examination for the post of Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of Assistant through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule.
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.