



DYAL SINGH EVENING COLLEGE

A Full-fledged Day College

(University of Delhi)

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

Ref.No.....84/PJEC

Dated: 29.04.2025

The college is going to conduct the Written Examination for the post of **Administrative Officer (PwBD-VI)** as per the detail given below:-

Date of Examination	Timings of Examination	Examination Centre
11.05.2025	MCQ Type Paper-I (02 Hours) <u>10.00 A.M. to 12.00 Noon</u> Descriptive Type Paper-II (02 Hours) <u>2.00 P.M. to 4.00 P.M.</u>	DYAL SINGH EVENING COLLEGE, LODI ROAD, NEW DELHI- 110003

Note: 15 minutes extra per hour would given to all candidates.

The following are the important instructions to be followed by the candidates before appearing in the above mentioned written examination:-

1. Admit Cards for written examination will not be sent by the college through post (DAK). Candidates are requested to download blank Admit Card from the College website www.dsce.du.ac.in and bring the same to the college for attestation on the day of the examination.
2. The list of eligible candidates for the written examination is available on the college website www.dsce.du.ac.in.
3. The Candidate must bring with them one of the Identity proof (in Original) i.e. PAN Card, Voter ID Card, Aadhar Card etc.
4. The eligible candidates have been also informed about the date of written examination through their email mentioned by them in their application form. The email will be sent to the candidate from the college email i.e, ntappointment2024@dsce.du.ac.in
5. Candidates are requested to bring with them Ball Pen (Blue or Black) for the Written Examination.

6. Candidates should be present in the Examination Hall at least half an hour before the commencement of the Examination and they shall not be allowed to leave the examination hall until the exam is over. Candidate arriving after 15 minutes of commencement of examination shall not be permitted to enter the examination hall.
7. The candidates should not be permitted to appear in the examination if they do not bring the admit card as well as his/her Identity proof.
8. The candidate should follow the instruction given by the Invigilator at all the stages of the examination. Watches, Calculator, mobile phones, long tablets, electronic gadgets, blank or printed paper, written chits, note books etc. are not allowed in the examination hall.
9. Answer Sheet and Question papers will be supplied in the examination hall. No candidate will be allowed to leave the examination hall without handing over his question booklet and Answer sheet to the Invigilator on duty. Any candidates who does not handover his/her Answer sheet and Question booklet or is found to attempt to take Answer Sheet and Question booklet out of the Examination Hall shall be disqualified and strict action shall be taken against his/her as per the rules.
10. No T.A./D.A. shall be paid by the College for appearing the Written Examination.
11. The decision of the college in all matters relating to examination (within the rules & guidelines of University of Delhi in this regard) will be final and binding on all the applicants.


PRINCIPAL

DYAL SINGH EVENING COLLEGE

List of Eligible/Not Eligible candidates for the post of Administrative Officer (PwBD-VI)

Roll No.	Applicant Name	Father's/Husband's Name	Gender
25901	SANTOSH KUMAR MAHATO	VIPIN BIHARI MAHATO	Male
25902	OWAIS FAROOQ	FAROOQ AHMAD	Male
25903	RANVIJAY PRASAD	BHARAT MISHRA	Male
25904	KUNDAN KUMAR	GANGA RAM SHARMA	Male
25905	DEEPAK NATH	SIDESHWAR NATH	Male
25906	ROSHAN KUMAR PRASAD	YOGENDRA PRASAD	Male
25907	AMIYA RANJAN SATPATHY	ADITYA KUMAR SATPATHY	Male
25908	SOCHITA NAND SONAR	RAM BIKASH SONAR	Male
25909	NEELAM	BABU LAL GAUTAM	Female
25910	MUNESH	MANIK CHAND	Male
25911	PRAKANSHI	MAHESH DWIVEDI	Female
25912	ASHISH NAMDEV	KAMLESH KUMAR NAMDEV	Male
25913	ASHISH PANDEY	BRIJ KUISHOR PANDEY	Male
25914	MOHAMMAD KAISH	MOHAMMAD ISLAM	Male
25915	NAVNEET SINGH	RANVEER SINGH	Male
25916	ANKIT KUMAR GOUR	JAGAT NARAYAN GOUR	Male
25917	VIVEK KUMAR SINGH	VIJAY PRATAP SINGH	Male
25918	TEJESHWAR SINGH	AMAR SINGH	Male
25919	PREM CHANDRA	HARI LAL	Male
25920	SWETA SINGH	SRI HARBIR SINGH	Female
25921	SANTOSH KUMAR BHARTI	RAM NATH	Male
25922	GUDIGONDA RAJ KUMAR	YESOBU	Male
25923	MOHAMMED AFZAL	MOHAMMED SIRAJ	Male
25924	SONU KUMAR	RAM SAHAY	Male
25925	VISHESH KUMAR SINGH	SHIV KUMAR SINGH	Male
25926	HILAL AHMED	BASHIR AHMED	Male
25927	SUMIT TOMAR	PRAMOD KUMAR	Male
25928	VIVEK	MUKHLAL SINGH	Male
25929	RAKHI SINGLA	CHANDER BHAN SINGLA	Female
25930	DHEERU YADAV	LAKSHAMAN SINGH YADAV	Male


Principal

DYAL SINGH EVENING COLLEGE

(University of Delhi)

Lodi Road, New Delhi-110003

ADMIT CARD FOR THE POST OF _____

Test/ Skill Test for the Post of _____

(To be filled by the applicant)

Roll No. _____

Date of Examination _____

Address of Exam Centre Dyal Singh Evening College,
University of Delhi,
Lodhi Road,
New Delhi-110003

(To be filled by the applicant)

Applicant Name

:

Father's/Husband's Name

:

Category

(SC/ST/OBC/EWS/PwD/General)

:

Address

:

Email

:

Mobile

:

Principal

Scheme of Examination

1. Scheme of Examination for Direct Recruitment to the post of Administrative Officer by Direct Recruitment

The following shall be the Scheme of Examination ,components of written test, personality test and its syllabus for recruitment to the post of Administrative Officer by Direct Recruitment

I. Scheme of Examination

Written Test			Interview /Personality Test
MCQ Type(150Questions) Paper I	Time: 2 hours *	Max marks allowed :150 marks	Max. marks allowed150marks
Descriptive Type Paper II	Time: 2 hours *	Max. marks allowed:150 marks	
Total marks(150 +150+150)			450marks

* 15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

II. Components of Written Test:

Components		Duration :2hours	
		No. of Questions	Marks
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
Total			300

III. Syllabus

PaperI:Test of General Studies (MCO Type)

Question will be designed to test the ability of the Candidate's **General Studies** viz. General Science, Current Events of National and International importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Question on **General Studies** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well education person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India** emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India, Question on the Geography of India will relate to physical, social and economic Geography of the country, including the main feature of Indian Agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and constitute of India, Panchayat Raj, Social System and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (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, basic concepts and principles of Public Administration including organization, Hierarchy, Unity of command, Span of Control, Authority and Responsibility, Coordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget

Application of information communication Technology (ICT) and other modern technologies in the University system

IV. Personality Test/Interview

The interview / personality test shall be conducted in such a manner that the candidates suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of the language must be used throughout.
2. The question 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 shortlisting the candidate for interview.
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 list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test / Interview separately. The Merit List shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview
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.