



दिल्ली कौशल और उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State university Established under Govt. of NCT of Delhi Act 04 of 2020)
Sector 9, Dwarka, New Delhi - 110077
www.dseu.ac.in

No.F.4(21)/DSEU/Recruitment/2021/

Date:

VACANCY NOTICE
Advertisement No: 01/11/2021

IMPORTANT NOTE: - Only online applications will be accepted. Applications received through any other mode shall stand rejected automatically.

Online Applications are invited for recruitment to the post of Group B & C in Delhi Skill and Entrepreneurship University. The date of opening of application **05 Dec. 2021** and last date of submission of online application is UPTO 23:59 HRS ON **20 Dec. 2021**.

Post Code	Name of the Post	Category of Post	Vacancy						
			EWS	U R	OBC	SC	S T	Total	PWD
0111202101	Junior Assistant /Office Assistant	DSEU Group 'C' (Ministerial)	3	19	11	6	3	42	2
0111202102	Senior Assistant	DSEU Group 'C' (Ministerial)	-	3	-	-	-	3	-
0111202103	Program Officer/ASO	DSEU Group 'B' (Ministerial)	-	3	1	-	-	4	-
0111202104	Office Superintendent	DSEU Group 'B' (Ministerial)	-	2	-	-	-	2	-

The details of the qualification, age limit, fee etc. are available on the website <https://dseu.ac.in/work-with-us/> link. Candidates must apply online through the website <https://dseu.ac.in/work-with-us/> . The closing date for submission of online application is up to 23:59 HRS ON 20.12.2021 after which the link will be disabled. Applications received through any other mode would not be accepted and summarily rejected. Further, the Date of Examination for the above said post will be intimated separately in due course.

Ashwani Kumar Kansal
Registrar

Advertisement No. – 01/11/2021

A. The details regarding educational qualifications, experience required, pay scale, age limit etc. as per the Recruitment Rules are as under:

Post Code	0111202101	Number of Vacancies	(Total – 42) (EWS-3, UR-19, OBC-11, SC-6, ST-3) including Ex-Servicemen-4, Meritorious Sportsperson-2, PwD-2 (VH -LV-01, HI-HH – 1)
Name of Post	Junior Assistant /Office Assistant		
Educational and other qualification	Essential	(i) 12 th Class or equivalent qualification from a recognized Board/University (ii) A typing speed of 30 WPM in English or 25 WPM in Hindi on manual typewriter OR A typing speed of 35 WPM in English or 30 WPM in Hindi on Computer (35 WPM and 30 WPM correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	
	Desirable	NIL	
Experience	Essential	NIL	
	Desirable	NIL	
Pay Scale	L-02: Rs.19900-63200 in 7 th CPC pay Level		
Age Limit: -	35 years (relaxation of age as per table below)		
Probation Period	02 years		
This post is identified suitable for VH (LV), HH (PD &DD), OH (BL, OL, OA & OAL), Multiple Disability (Dwarfism, Leprosy, Acid Attack Victim, Thalassaemia, Haemophilia, Cerebral Palsy, Locomotors Disability & Sickle cell disease –Acid Attack Victim, Dwarfism, PwBD (PD, OL, BL & OA).			

Post Code	0111202102	Number of Vacancies	(Total – 03) (UR-03, OBC-0)
Name of Post	Senior Assistant		
Educational and other qualification	Essential	I. Bachelor's Degree (Min 55% marks) from a recognized Board/University or equivalent qualification from a recognized Board/University II. A typing speed of 30 WPM in English or 25 WPM in Hindi on manual typewriter OR A typing speed of 35 WPM in English or 30 WPM in Hindi on Computer (35 WPM and 30 WPM correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	
	Desirable	NIL	
Experience	Essential	8 years' experience in the pay scale of L-02: Rs.19900-63200	
	Desirable	NIL	
Pay Scale	L-04: Rs.25500- 81100 in 7 th CPC pay Level		
Age Limit: -	40 Years		
Probation Period	02 years		

Post Code	0111202103	Number of Vacancies	(Total – 04) (UR-03, OBC-01)
Name of Post	Program Officer/ASO		
Educational and other qualification	Essential	Bachelor's Degree of a recognized University with not less than 50%.	
	Desirable	Diploma in Cooperation.	
Experience	Essential	2 years post qualification experience in Central/ State Govt. / Semi Govt. Organization/ Coop. Organization.	
	Desirable	NIL	
Pay Scale	L-07: Rs.44900- 142400 in 7 th CPC pay Level		
Age Limit: -	40 Years		
Probation Period	02 years		

Post Code	0111202104	Number of Vacancies	(Total – 02) (UR-02)
Name of Post	Office Superintendent		
Educational and other qualification	Essential	Bachelor's Degree (Min 55% marks) from a recognized Board/University or equivalent qualification from a recognized Board/University	
	Desirable	Knowledge of computer and basic office software tools like windows, Excel, Photoshop, etc.	
Experience	Essential	02 years' experience in the pay scale of L-7 (44900-142400) or 10 years in L-04: Rs. 25500-81100	
	Desirable	NIL	
Pay Scale	L-08: Rs.47600- 151100 in 7 th CPC pay Level		
Age Limit: -	40 years		
Probation Period	02 years		

1. The candidates must apply Online only. No other mode of application shall be accepted.
2. The candidates must read the INSTRUCTIONS FOR APPLYING ONLINE carefully, which are available at www.dseu.ac.in/work-with-us/ (when candidate login for filling up of applications) before filling up Online Application Form for the post(s) concerned.
3. Benefit of reservation for various categories i.e., SC/ST/OBC/EWS/PwBD shall be given as per the policy of Govt. of NCT of Delhi.
4. Candidates working with Central Govt./ State Govt./PSU/Autonomous bodies have to apply through proper channel and furnish **'NOC' at the time of document verification**. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated.
5. The online filled application should reach through proper channel to: **OSD(Recruitment), Room No. 312, 3rd Floor, Delhi Skill and Entrepreneurship University, Integrated Institute of Technology Complex, Sector – 9, Dwarka, New Delhi – 110077. (ONLY FOR APLICANT(S))**

WORKING WITH CENTRAL GOVT./ STATE GOVT./PSU/AUTONOMOUS BODIES. Applicants NOT working with Central Govt./ State Govt./PSU/Autonomous Bodies are not required to send the online filled application form.)

6. No request for change in particulars furnished in application form shall be entertained/ permitted and the particulars provided by the applicant in the online application form will be taken as final.
7. Submit a separate application for each.
8. The successful candidates will be required to submit legible self-attested copies of the documents, Admit Card (if any) along with the hard copy of printout of online application form at the time of verification of documents (any information contained in the attached certificates shall not be considered unless it is claimed in the application form).
9. MODE OF SELECTION: The selection shall be made through examination scheme and Skill Test where applicable as given in annexure-1.

B. Examination Scheme:

1. The University will conduct examination from the syllabus given as annexure-I. However, University reserves the right to change/amend the examination scheme, if so required, any time before the examination.
2. The Examination questions will be bilingual (Hindi & English) except for the Language papers which would be in the language concerned only.
3. There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by university.
4. The University reserves the right to cancel/withdraw any question/questions from the Test.
5. The University has fixed the minimum qualifying marks for different categories as given as follow

General (UR)	40%
OBC/EWS	35%
SC/ST/PH	30%
6. The University makes provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of submission of document. The University verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules and as per Government of India instructions issued in this regard vide MHA OM No. 2/29/54-RPS, 19/11/1954 before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any right of appointment unless the University is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
7. If there are two or more candidates in the same category having equal marks in the examination, the following criteria will be adopted
 - a. Candidate senior in age is to be placed higher in merit.
 - b. In case where the dates of birth are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.

C. Eligibility Criteria:

- (i) The candidate must be a citizen of India.

- (ii) The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the closing date of submission of application.
- (iii) Applicants of the post codes must have to qualify in MCQ Examination per their category (UR/OBC/SC/ST/PH) minimum qualifying marks.
- (iv) However, final merit will be prepared on the basis of aggregate marks of both MCQ Examination and Skill Examination.
- (v) Details of Skill test / Endurance test will be shared with all qualified candidates of MCQ Examination.

D. Reservation Benefits:

(i) Reservation benefits will be available to the EWS/SC/ST/OBC/PwD in accordance with the instructions / orders / circulars issued from time to time by the Govt. of NCT of Delhi.

(ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must be in possession of relevant certificates (EWS/SC/ST/OBC/Non Creamy layer/PwD/Educational/Experience etc.) issued by the competent/notified authority (in prescribed format) on or before the cutoff date (closing date of advertisement) otherwise their claim for any category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise. The candidate has to select that particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.

(iii) Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/order No. F.19(10)/2001/S-III/Pt. File/2278-2285 dated 27/07/2007, No. F.19(01)/2012/S. IV/1241-1258 dated 28/07/2016 and No.F.19(02)/2011/S>IV/Vol.I/856 dated 31/05/2021 will be given the benefit of reservation/age relaxation under OBC category. OBC (Outside) candidates will be treated as Un-reserved candidate and they must apply under UR category. The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her caste certificate.

(iv) Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs: -

(A) An individual, who possesses OBC (Delhi) Certificate issued by the Revenue Department, Government of National Capital Territory of Delhi certifying that he/she belongs to a caste which has been notified as OBC by the Government of National Capital Territory of Delhi, shall be entitled for the benefits of reservation to OBCs in civil posts in various Departments of Government of National Capital Territory of Delhi, irrespective of the fact that the said OBC (Delhi) Certificate has been issued with or without mentioning of old certificate issued to his/her father, siblings and real uncles (paternal side only).

(B) An individual, who possesses the OBC Certificate issued by a Competent Authority outside Delhi, certifying his/her belonging to a community duly notified as OBC by the Government of National Capital Territory of Delhi, shall also be entitled for the benefits of reservation to OBCs in civil posts under Government of National Capital Territory of Delhi. This certificate should have mandatorily been issued on the basis of OBC Certificate issued by Government of National Capital Territory of Delhi to his/her father, siblings and real uncles (paternal side only) of the concerned person, who had been residing in Delhi before 8th September, 1993.

(v) A Candidate belonging to SC/ST/OBC who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC

candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

E. Age Relaxation:

S.No.	Category	Extent of Age Concession
1.	SC/ST	05 Years
2.	OBC	03 Years
3.	PwD	10 Years
4.	PwD + SC/ST	15 Years
5.	PwD + OBC	13 Years
6.	Ex-Servicemen Group B & C (Non-Gazetted)	Period of Military service plus 3 years
7.	Widows/ divorced women/ women judicially separated and who are not re-married. (Only for Group 'C' Posts)	Up to the age of 07 years above the age limit (up to 12 yrs for SC/ST & 10 Years for OBC)
8.	Employee Serving in State/Central Govt. / PSUs/Autonomous Body	As per Govt. rules.

F. General Instructions for Candidates:

- I. The vacancies advertised are provisional and liable to vary (increase or decrease). In case the number of vacancies is reduced to any number or even nil, University is not liable to compensate the applicant for any consequential damage/ loss. Further, vacancies in respect of PH/ PwBD candidates are liable to vary (increase or decrease) subject to provisions of RPwD Act 2016.
- II. The University reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change.
- III. The University reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities/ malpractice noticed by the University. The University also reserves the right to cancel or set up a new examination centre and direct the candidates to appear at that examination centre if required.
- IV. The University reserves the right to change or make amendment in the examination scheme, given in Annexure-I, any time before the examination, if so required.
- V. The candidature of the candidate to the Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- VI. The educational qualification, age, experience and other eligibility conditions against the post shall be determined as on the closing date of online submission of application.
- VII. Use of Calculator, Laptop, Palmtop, other Digital Instrument/ Mobile/ Cell phone, Pager/ electronic watches and any metallic items etc. is/ are not allowed. In case any candidate is caught/ found to be in possession of any gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates.
- VIII. Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping or for security of these items would be available at the centres.
- IX. In case there is any discrepancy among the English, Hindi, Urdu and Punjabi version of advertisement/information, the English version will be treated as final.

- X. Candidates are warned that they should not furnish any particulars that are false or suppress/conceal any material information while filling the application form. Candidates are also warned that they should neither attempt to alter or otherwise tamper with any entry in a document or the self-attested certified copy submitted by them nor submit a tampered/fabricated document.
- XI. The University at its discretion may dispense with the Test-I exam and directly conduct the Test-2 examination in case the number of eligible candidates/applicants for the post codes whose examination schemes of Two Tests is lesser in number (i.e. not very high).
- XII. There will be NO Negative Marking.**
- XIII. The University reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates. Skill test / Endurance test will be taken as per requirement of job.
- XIV. Without prejudice to criminal action/debarment from University's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:
- a) Involved in malpractices.
 - b) Using unfair means in the examination hall.
 - c) Obtaining support for his / her candidature by any means.
 - d) Impersonate/Procuring impersonation by any person.
 - e) Submitting fabricated documents or documents which have been tampered with.
 - f) Making statements which are incorrect or false or suppressing/concealment of material information.
 - g) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - h) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or University's representatives.
 - i) Taking away the Answer Sheet (in case of offline/online/descriptive/skill test papers) with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
 - j) Intimidating or causing bodily harm to the staff employed by the University for the conduct of examination.
 - k) Not fulfilling the eligibility conditions mentioned in the Notice.
 - l) Candidature can also be cancelled at any stage of the recruitment for any other ground which the University considers to be sufficient cause for cancellation of candidature.
 - m) Possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centre, whether in use or in switch off mode and on person or otherwise.
 - n) If any candidate uses offensive/abusive/foul language / obscene picture he/she will be liable for appropriate penal action under the relevant Act.

G. Application Fee:

An applicant has to pay following fee, failing which his application will be summarily rejected:

- ₹500/- (Rs. Five Hundred Only) for General Category
- ₹250/- (Rs. Two Hundred and Fifty Only) for others.

Syllabus of the Examination**Duration: 3 (1.5+1.5)hrs****Total Marks: 180****Part -I : MCQ**

Duration: 1.5 Hours

Maximum Marks: 100

Question will be from area of:

- (i) **General Intelligence & Reasoning**
- (ii) **Quantitative Abilities**
- (iii) **General Awareness with special emphasis on the History, Culture Demography, Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi,**
- (iv) **English Language & Comprehension**

Part – II: (Descriptive)

Duration: 1.5 Hours

Maximum Marks: 80

- (i) **Essay (in English) 60 Marks**
- (ii) **Letter writing/ Expansion of Ideas (In English) 20 Marks**

The level of question will be of 12th standard for the post of Junior Assistant /Office Assistant (Post Code – 0111202101) and for remaining posts the level of questions will be of Graduation standard.

Examination Scheme

Post Code	Name of Post	Examination	Skill Test
0111202101	Junior Assistant /Office Assistant	Part - 1	Yes
0111202102	Senior Assistant	Part-I & Part-II	Yes
0111202103	Program Officer/ASO	Part-I & Part-II	No
0111202104	Office Superintendent	Part-I & Part-II	No

Proforma for ECONOMICALLY WEAKER SECTIONS (EWS) Certificate
(INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS)

Government of

(Name & Address of the authority issuing the certificate)

Certificate No

Date:

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari.....son/daughter/
wife ofpermanent resident of Village/Street
..... Post. Office..... District..... in the State/Union Territory
..... Pin Code..... whose photograph is attested below belongs to
Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh
(Rupees Eight Lakh only) for the financial year His/her family does not own or possess
any of the following assets***:

- a) 5 acres of agricultural land and above;
- b) Residential flat of 1000 sq. ft. and above;
- c) Residential plot of 100 sq. yards and above in notified municipalities;
- d) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumaribelongs to the caste which is not
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List & Govt of
NCT of Delhi.

Recent Passport
size attested
photograph of
the applicant

Signature with seal of office.....
Name
Designation

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
**Note 2: The term 'Family" for this purpose include the person , who seeks benefit of reservation,
his/her parents and siblings below the age of 18 years as also his/her spouse and children below the
age of 15 years
***Note 3: The property held by a "Family' in different locations or different places/cities have been
clubbed while applying the land or property holding test to determine EWS status.
The authorities competent to issue EWS Certificates are indicated below:

- a. District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional
Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional
Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not
below the rank of 1st Class Stipendiary Magistrate)
- b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- c. Revenue Officer not below the rank of Tehsildar and
- d. Sub-Divisional Officer of the area where the candidate and/or his/her family resides.

The date of issue of EWS/Non-Creamy Layer certificate should be after March 31, 2021.