दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Advt. No. R&P/323/2026 **Dated: 19.10.2026**

Online applications are invited in the prescribed Application Form from the eligible candidates for appointment to the posts of Senior Assistant and Assistant in the University of Delhi. The last date for receipt of the application is 09.11.2026 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later. For details, please visit the University website **www.du.ac.in,** and click "Work with DU" under the Head "Advertisement - Departments".

Any addendum/corrigendum shall be posted on the website only.

REGISTRAR

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DETAILS OF POST TO BE FILLED

Sl. No.	Post Code	Posts	Pay Level as per VII CPC	VACANCY						
				VR						HR
				UR	SC	ST	OBC	EWS	Total	PwBD
1	2	3	4	5	6	7	8	9	10 (5+6+7+8+9)	11
1.	ND0601	Senior Assistant	Pay Level - 06	21	06	03	12	04	**46**	01(LD), 01(HI)
2.	ND0401	Assistant	Pay Level - 04	35	11	06	21	07	**80**	01(LD), 02(HI), 01(OBD)

Note:

1. For details, please see the University website **www.du.ac.in** and click "Work with DU" under the Head "Advertisement - Departments".
2. (i) For vacancies reserved for PwBD, applicants of any category i.e. UR/SC/ST/OBC/EWS may apply.
   (ii) Out of the total vacancies as indicated in column 10 above, the vacancies reserved for candidates (indicated in column 11) are to be filled by PwBD candidate of respective category.
   (iii) In case the vacancy of PwBD category remains unfilled, for whatsoever reason may be, then one vacancy of UR category shall be kept vacant.

Acronyms: VR-Vertical Reservation, HR-Horizontal Reservation, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Sections.
PwBD-Persons with Benchmark Disability, VI- Visual Impairment including Blindness (B) and Low Vision (LV), HI- Hearing Impairment including Deaf (D) and Hard of Hearing (HH).

Any addendum/corrigendum to this advertisement shall be posted on the website only.

REGISTRAR

Qualifications:

1. Senior Assistant (Post Code: ND0601)

Pay Level- 06

Essential Qualifications:

(i) A Bachelor's Degree from any recognized University/Institution.
(ii) Three Years' of experience as Assistant or equivalent in the Level 4.
The experience should be in Central/State Government/University/PSU and other Central/State Autonomous Bodies or equivalent pay package in reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/-Crores or more.

Note: The candidate should have proficiency in Computer applications, noting and drafting etc.

Age Limit: 35 years

2. Assistant (Post Code: ND0401)

Pay Level- 04

Essential:

(i) A Bachelor's Degree from any recognized Institute/University.
(ii) Two Year experience as Junior Assistant/Equivalent posts in University/Research Establishment/Central State Govt./PSU/Autonomous Bodies or equivalent pay package in reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/-Crores or more.
(iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm.

Note: The Candidate should have proficiency in Computer Operations.

Age Limit: 32 years

Scheme of Examination:

1. **Scheme of Examination for Recruitment to the Post of Senior Assistant (Post Code: ND0601) under Direct Recruitment:**

I. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple-Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

1. Stage 1: Preliminary Test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary Test

Description	**Syllabus in brief**	**Duration: 2 hours 30 minutes***	
		NO. OF QUESTIONS	**MARKS**
Examination MCQ based	General Knowledge, Reasoning and Mathematical ability, Administration of Higher Educational Institutions.	100	200
TOTAL			**200**
• This test will only be for shortlisting and will have no weightage in the final assessment. • For further details, Section III needs to be referred.			

*20 minutes per hour extra will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

2. Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	**Syllabus in brief**	**Duration: 2 hours***
		MARKS
Examination (Main) (Descriptive)	• Educational Administration and Management. • Rules and their application in Higher Educational Institutions.	200
TOTAL		**200**
• The merit shall be drawn on the basis of this examination. • For further details, Section III needs to be referred.		

*20 minutes per hour extra will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

b) Skill Test

Description		**Time**	**Marks**
Skill Test	Skills pertaining to: • Management of Administrative Units of the University • Understanding of Manual of Office Procedures • Knowledge of Information Technology • Noting and Drafting	As decided by the concerned evaluating experts	The test will be of **100 marks**. To qualify, the candidate should obtain 50 marks. This will only be qualifying in nature.
	TOTAL	100	
• Shortlisted candidates who appear for the Examination (Main) as per Stage 2 of the selection process will only be permitted to appear for the Skill Test. • Skill test will only be qualifying in nature. • For further details Section III needs to be referred.			

II. Syllabus:

Preliminary Test MCQ based:

The question would be MCQ based and designed to test the candidates' knowledge in the following areas:

a) General Knowledge – 20 questions
Section on General Knowledge would include other sub-units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 20 questions
Section on Reasoning would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 20 questions
Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, and commercial mathematics of Secondary and Higher Secondary level.

d) Administration of Higher Educational Institutions - 40 questions
Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and the Act, Statutes and Ordinances of the University of Delhi.

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in the following areas:

a) Educational Administration and Management

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, Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

- Management of Administrative Units of the University.
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology.
- Noting and Drafting.

III. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary Test, Examination (Main) and Skill Test will be bilingual (English and Hindi), and the applicant will have the option to answer in either of the languages. However, the same medium of language must be used throughout.

2. All the questions in Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary Test will be 50% marks of the average score of the top 05% of the candidates who appeared in the test. If the top 05% of the candidates is found to be less than 02, then average of the marks scored by the top 02 candidates will be considered. There will be a relaxation of 05% marks for candidates belonging to SC/ST category, and 10% for the PwBD category in the cut-off marks.

3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary Test for the Examination (Main). For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. For e.g., for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications, and so on. The candidates securing the same marks as the cut-off shall be shortlisted for the next stage.

4. The Final assessment shall be based on Examination (Main) and the Skill Test as indicated in Sections I and II. Skill Test will only be qualifying in nature.

5. Merit shall be drawn for only those shortlisted candidates who have appeared for both the components of final assessment, i.e., Examination (Main) and Skill Test.

2. Scheme of Examination for Recruitment to the Post of Assistant (Post Code: ND0401) under Direct Recruitment:

I. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

1. Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	**Syllabus in brief**	**Duration: 2 hours 30 minutes***	
		NO. OF QUESTIONS	**MARKS**
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	100	200
TOTAL			**200**
• This test will only be for shortlisting and will have no weightage in the final assessment. • For further details, Section III needs to be referred.			

*20 minutes extra per hour will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

2. Stage 2: Selection of candidates

a.) Examination (Main)

Scheme of Examination

Description	**Syllabus in brief**	**Duration: 2 hours***
		MARKS
	• Educational Administration and Management. • Functional aspects of Rules and their application in Higher Educational Institutions.	200
TOTAL		**200**
• The merit shall be drawn on the basis of this examination. • For further details, Section III needs to be referred.		

*20 minutes extra per hour will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

b.) Skill Test

Description		**Time**	**Marks**
Skill Test	Skills pertaining to: • Understanding of Manual of Office Procedures • Noting and Drafting • Proficiency in Computer Operations • English Typing @ 35 wpm OR Hindi Typing @ 30 wpm	As decided by the concerned evaluating experts	The test will be of **100 marks**. To qualify, the candidate should obtain 50 marks. This will only be qualifying in nature.
	TOTAL		100
• Shortlisted candidates who appear for the Examination (Main) as per Stage 2 of the selection process will only be permitted to appear for the Skill Test. • Skill test will only be qualifying in nature. • For further details Section III needs to be referred.			

II. Syllabus:

Preliminary Test MCQ based:

The question would be MCQ based and designed to test the candidates' knowledge in following areas:

a) General Studies – 20 questions

Section on General Studies would include other sub-units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 20 questions

Section on Reasoning would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 20 questions

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Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and the Act, Statutes and Ordinances of the University of Delhi.

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in the following areas:

a) Educational Administration and Management
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, Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

- Understanding of Manual of Office Procedures.
- Noting and Drafting.
- Knowledge of Computers Operations.
- Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm

III. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary Test, Examination (Main) and Skill Test will be bilingual (English and Hindi), and the applicant will have the option to answer in either of the languages. However, the same medium of language must be used throughout.

2. All the questions in Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary Test will be 50% marks of the average score of the top 05% of the candidates who appeared in the test. If the top 05% of the candidates is found to be less than 02, then average of the marks scored by the top 02 candidates will be considered. There will be a relaxation of 05% marks for candidates belonging to SC/ST category, and 10% for the PwBD category in the cut-off marks.

3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary Test for the Examination (Main). For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. For e.g., for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications, and so on. The candidates securing the same marks as the cut-off shall be shortlisted for the next stage.

4. The Final assessment shall be based on Examination (Main) and the Skill Test as indicated in Sections I and II. Skill Test will only be qualifying in nature.

5. Merit shall be drawn for only those shortlisted candidates who have appeared for both the components of final assessment, i.e., Examination (Main) and Skill Test.

With respect to the employees working on contract/ad hoc/ temporary basis in the University and its colleges, wherever recruitment is made on the basis of a written test, with respect to the direct recruitment to the posts of Senior Assistant and Assistant.

a) The employees working on contract/ad hoc/ temporary basis in the University of Delhi and its colleges shall be awarded an additional one mark for each year of service subject to a maximum of 10 marks in Preliminary Test for shortlisting of applicants, if applicable and is conducted. Further, since the Scores for Preliminary Test are only for the purpose of shortlisting of the candidates and merit for final selection is to be drawn on the basis of Examination (Main), an additional one mark for each year of service subject to a maximum of 10 marks shall be added to the scores of the employees working on contract/ ad hoc/ temporary basis in the University and its colleges for the purpose of drawing the final merit list.

b) These provisions shall be applicable for employees working on contract/ad hoc/ temporary basis in the University and its colleges as on 25.03.2021.

General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

2. Application fees and forms are to be submitted as per details given below:

   General/Unreserved - Rs. 1,000/-
   OBC (NCL), EWS, Female - Rs. 800/-
   SC, ST, PwBD - Rs. 600/-

   - Applications with incomplete information or without requisite fee shall be rejected.
   - Fees once paid will not be refunded under any circumstances.
   - The applicants who had applied for the posts of Senior Assistant and Assistant advertised vide Advt. No. R&P/311/2024 dt. 12.12.2024 are exempted from the application fee.

3. **AGE RELAXATION:**

   a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

   b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided the applicant has rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.
   "Regular service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

   c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).

      Further, one-time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/ad hoc basis in the University or its

College(s) provided they have put in at least one year of service is extended to all such persons irrespective of their age at the time of joining the University in respective category.

Note: This exemption is extended only to the contract/daily wages/ad hoc employees appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project-based assignments or through outsourced agencies in the University or its Colleges.

d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview/skill test/document verification (if applicable) also even if the same has been submitted earlier.

4. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC(NCL) and PwBD categories.

However, SC/ST/OBC(NCL)/PwBD candidates who opt to apply as General Category Candidates will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserved category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for the UR vacancies.

5. **CASTE/ CATEGORY CERTIFICATES:**

(i) Candidates applying under any of the reserved categories viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2026-2027, therefore, NCL-OBC certificate issued from 01.04.2026 will be considered valid. Candidates applying under the OBC category must produce the valid caste certificate in the form at provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of the Govt. of India. Their Sub-caste should also match with the entries in the Central List of the OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as General Category candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

(ii) The vacancies advertised under the EWS Category are as per the instructions issued by the DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under the EWS category will be considered subject to submission of Income and Assets certificate in a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per the DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application but not earlier than 01.04.2026. Candidates who fail to produce a valid EWS certificate will not be considered for reservation under this category. They will however, be treated as General Category candidate. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

(iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

6. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.

7. Canvassing in any form will be a disqualification.

8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

9. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

10. All correspondences from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.

11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

12. The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.

13. In case of any advertent/inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.

14. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria, etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible as per the advertisement published/uploaded by the University before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.

15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.

16. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi-stage document verification in online/offline mode as prescribed including verification from original and others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

17. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview/Skill Test (as applicable). It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the University.

18. No TA/DA shall be paid to candidates for attending the written test/skill test.

19. The last date for submitting application is indicated in the present advertisement uploaded on the University website.

20. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail the concern to the email id **non_teaching_rec@admin.du.ac.in**

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