



# दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स Delhi College of Arts & Commerce

(दिल्ली विश्वविद्यालय)  
(University of Delhi)

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संदर्भ सं./Ref. No. #DCAC/NTS/2025/ 799

दिनांक/Date 10.11.2025

## NOTICE


### FOR WRITTEN EXAMINATION FOR VARIOUS NON-TEACHING POSTS

With reference to the College Advertisement No. DCAC/Advt./NTS/2025/321 24.06.2025 for the various Non-teaching post in the College, written examination for the following posts are scheduled as per details mentioned below:

Sr. No.	Name of the Post	Date, Day and Time of Examination	Written Test	Centre of Exams.
1.	Senior Technical Assistant	20.11.2025 (Thursday) 10.00 am to 1.00 pm	Stage-1: MCQ Based Examination (as per scheme of examination)	Delhi College of Arts & Commerce
2.	Professional Assistant	20.11.2025 (Thursday) 10.00 am to 1.00 pm	Stage-1: MCQ Based Examination (as per scheme of examination)	Delhi College of Arts & Commerce
3.	Library Attendant	21.11.2025 (Friday) 10.00 am to 1.00 pm	MCQ Based Examination (as per scheme of examination)	Delhi College of Arts & Commerce

#### NOTE: -

1. Scheme of Examination for the above posts is attached.
2. Admit cards for the aforesaid examinations will be issued in due course.
3. Candidates are advised to regularly check the college website and their application portal for any updates or further instructions.
4. The list of provisionally eligible candidates is attached.

  
Prof. Rajiv Chopra  
Principal

Copy to:

1. College Website
2. University of Delhi Website





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### **B.4. Scheme of Examination for Professional Assistant, Semi-Professional Assistant, Library Assistant.**

#### **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.

#### **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: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"><li>Functional knowledge of Information Technology and basic tools/software packages for operating Library services through IT.</li><li>Reasoning</li><li>Mathematical ability.</li><li>Administration of Higher Educational Institutions.</li></ul>	45 questions	300
		35 questions	
		35 questions	
		35 questions	
TOTAL		150	300
<ul style="list-style-type: none"><li>This test will only be for shortlisting and will have no weightage in the final assessment.</li></ul>			

- This test will only be for shortlisting and will have no weightage in the final assessment.

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

#### **Stage 2: Selection of candidates**

- Examination (Main)

#### **Scheme of Examination**

Description	Syllabus in brief	Duration:3 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> <li>Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations and other related subject pertaining to the domain knowledge.</li> <li>Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.</li> <li>Educational Administration and Management.</li> <li>Rules and their application in Higher Educational</li> </ul>	300

*[Handwritten signature]*





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	Institution. (Knowledge of Domain would be tested as per the requirements of the post and other aspects as defined at S. No. 7 of the respective Recruitment Rules)	
<b>TOTAL</b>		<b>300</b>

- The merit shall be drawn on the basis of this examination.

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

### b) Skill Test

Description	Time	Marks
<b>Skill Test</b> <ul style="list-style-type: none"> <li>Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations.</li> <li>Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.</li> </ul> (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> .  To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>	<b>100</b>	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

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

- The question paper for Preliminary Test, Examination (Main) and Skill Test 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 language must be used throughout.
- 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. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
- Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so





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on). The candidates securing same marks as cut-off would be shortlisted for the next stage.

4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

### **B.5. Scheme of Examination for Senior Technical Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant**

#### **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.

#### **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: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"><li>Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)</li><li>Reasoning</li><li>Mathematical ability.</li><li>Administration of Higher Educational Institutions.</li></ul>	45 questions	300
		35 questions	
		35 questions	
		35 questions	
TOTAL		150	300
<ul style="list-style-type: none"><li>This test will only be for shortlisting and will have no weightage in the final assessment.</li><li>For further details Section III needs to be referred.</li></ul>			

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

#### **Stage 2: Selection of candidates**





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### a) Examination (Main)

#### Scheme of Examination

Description	Syllabus in brief	Duration: 3 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> <li>Knowledge and application of Laboratory Procedures and norms.</li> <li>Knowledge of Computers with special reference to knowledge of Software Packages of Word Processing, Data Analysis.</li> <li>Educational Administration and Management.</li> <li>Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)</li> </ul>	300
<b>TOTAL</b>		<b>300</b>

- The merit shall be drawn on the basis of this examination

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

### b) Skill Test

Description		Time	Marks
Skill Test	<b>Skill Test</b> <ul style="list-style-type: none"> <li>Knowledge and application of Laboratory Practices and Procedures.</li> <li>Knowledge of Computers with special reference to knowledge of Packages of Word Processing, Data Analysis Packages etc.</li> </ul> (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> .  To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

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

- The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in

Signature





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either of the languages. However, the same medium of language must be used throughout.

- 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. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
- Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
- The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
- Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

### B.6. Scheme of Examination for Hindi Officer

#### 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 Interview/Personality Test.

#### 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 (This stage will not be conducted if the number of applicants is less than the ratio of 1:30, where former is the number of vacant posts for a category and latter is the number of applicants in that category):

#### Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"> <li>Knowledge of Language of Hindi</li> <li>Knowledge of Language of English</li> <li>Translation</li> <li>Rajbhasha Adhiniyam, 1963 and</li> </ul>	25 25 25 25	400



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## 4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

### A. Scheme of Examination:

Written Test		
<b>Objective Type (MCQ)</b> Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
<b>Total Marks</b>		<b>300 marks</b>

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

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	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>

### B. Detailed Syllabus:

**(i) Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

**(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,





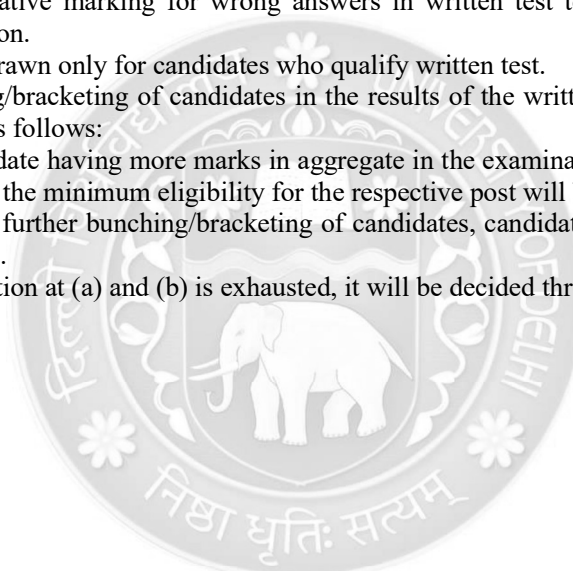
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Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**(v) Test of Language English or Test of Language 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.

**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 overall qualifying marks for the written test 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.
4. There shall be negative marking for wrong answers in written test to the tune of  $1/4^{\text{th}}$  of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. 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.







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URL : <http://dcac.du.ac.in>

**List of Provisionally Eligible Candidates for  
Written Examination for the post of Senior  
Technical Assistant (Computer)**

S. NO.	Form No	Name
1	DDN210436	Mequl Sakalle

**List of Provisionally Eligible Candidates for Written  
Examination for the post of Professional Assistant**

S. NO.	Form No	Name
1	DDN209656	AMIT DHALI
2	DDN209732	Pankaj
3	DDN209769	Manish Sajwan
4	DDN209797	PINKI RANI
5	DDN209800	Rakesh Choudhary
6	DDN209806	KUMARI ANAMIKA
7	DDN209901	Neeraj Kasana
8	DDN209976	Bheem Kumar
9	DDN210049	ARVIND KUMAR
10	DDN210058	MAHTAB ALAM
11	DDN210075	Priya
12	DDN210080	ANISH SAHANI
13	DDN210150	MANOJ KUMAR
14	DDN210152	yogesh
15	DDN210181	ASHA RANI
16	DDN210217	MANOJ KUMAR
17	DDN210353	himani
18	DDN210365	BABLU KUMARMEENA
19	DDN210376	RIYA
20	DDN210416	SHUBHAM KUMAR SHARMA





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URL : <http://dcac.du.ac.in>

21	DDN210434	YOGESH
22	DDN210454	NASREEN ANSARI
23	DDN210515	PRADIP KUMARMAHATO
24	DDN210581	Lalit Kumar Sahu
25	DDN210603	PARVEEN MAAN
26	DDN210687	SHRADDHA
27	DDN210709	AMAN KUMAR
28	DDN210714	SURBHI
29	DDN210728	KM RACHANA YADAV
30	DDN210841	KAVITA DUTT
31	DDN210856	Ankit Singh
32	DDN210859	SUBHANKAR SAHA
33	DDN210860	KAUSHIK DEY
34	DDN210874	Vinay Bansal
35	DDN210917	Jeevan KChristy
36	DDN211033	ANKIT KAUSHIK
37	DDN211089	JATIN KUMAR
38	DDN211116	Abhijeet KumarSaxena
39	DDN211140	PAYAL
40	DDN211142	GOKULAN RD
41	DDN211152	KAVITA
42	DDN211153	SANJAY KUMAR
43	DDN211161	Ekta Gupta
44	DDN211166	ZAKIR HUSSAIN
45	DDN211167	Sayani Chakrabarty
46	DDN211169	NISHANT MAAN
47	DDN211170	Nidhi
48	DDN211172	ATUL KUMARSHARMA
49	DDN211177	BRIJESH PAL
50	DDN211183	VISHAL KODAN
51	DDN211190	kapil
52	DDN211206	SHWETA RANA
53	DDN211213	Nidhi Patsariya
54	DDN211222	Abhishek KumarRaghav





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URL : <http://dcac.du.ac.in>

55	DDN211231	NEERAJ KUMAR
56	DDN211288	Srishti Bansal
57	DDN211305	ZAID AHMAD
58	DDN211306	NEERAJ kumar
59	DDN211312	Amit KumarRai
60	DDN211316	SHASHANK VARDHANSINGH
61	DDN211322	AKSHAY KUMAR
62	DDN211323	Anam Fatima
63	DDN211329	Mohd AmirKhan
64	DDN211330	PRAMOD KUMARPASWAN
65	DDN211346	VIKAS KUMAR
66	DDN211350	Rakhi Khatik
67	DDN211360	Sumit SundarRay
68	DDN211369	Sweta
69	DDN211391	RAJESH KUMARKEWAT
70	DDN211414	RINKI RANJAN
71	DDN211417	CHITRA
72	DDN211421	SHALLU
73	DDN211434	RAM PRAKASH
74	DDN211446	Lalita Sharma
75	DDN211461	Prince Kumar
76	DDN211482	KHUMUKCHAM RAKESH SINGH
77	DDN211489	RAVINDRA SINGH
78	DDN211492	RANJANA
79	DDN211493	IDREESH AHMED
80	DDN211498	Sangita Singh
81	DDN211517	Narender Kumar
82	DDN211523	BEENA DEVI
83	DDN211533	RAVI KUMARPATEL
84	DDN211537	GAURAB KUMARSAHU
85	DDN211562	SHARUKH KHAN
86	DDN211567	Sakshi Shah
87	DDN211570	Alina Zaidi
88	DDN211574	Hema Joshi





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URL : <http://dcac.du.ac.in>

89	DDN211576	Mohammad Mohtashim
90	DDN211602	PUSHPA
91	DDN211610	AJIT TANWAR
92	DDN211623	PRIYANSHU MANN
93	DDN211629	Amit Yadav
94	DDN211633	Savita
95	DDN211634	SALONI SHARMA
96	DDN211637	GEETIKA
97	DDN211647	Jai prakash
98	DDN211652	KHALIK HUSSAIN
99	DDN211654	Sneha. R
100	DDN211655	Nagender Laul
101	DDN211669	NAVEEN AHUJA
102	DDN211673	SHAMEEM
103	DDN211675	PRATIKA SWARAJ
104	DDN211677	Shruti Bansal
105	DDN211680	SAURAV SHAKYA

**List of Provisionally Eligible Candidates for Written Examination for the post of Library Attendant**

S. NO.	Form No	Name
1	DDN209522	MANJEET KUMAR
2	DDN209556	Rashmi
3	DDN209571	Varsha Jha
4	DDN209582	Asha Kumari
5	DDN209591	Shubh Tanwar
6	DDN209609	Chandan KumarSrivastva
7	DDN209639	Deepali Singh
8	DDN209642	Mohit
9	DDN209673	YOGESH KUMAR
10	DDN209700	Nitin Gupta
11	DDN209708	priyanka samariya





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URL : <http://dcac.du.ac.in>

12	DDN209715	RITIK BANSAL
13	DDN209723	J SANDEEP
14	DDN209731	Yogesh Yadav
15	DDN209736	puneet malik
16	DDN209739	Dinesh KumarKaushik
17	DDN209740	GANDI GANESH
18	DDN209754	Harshita Chauhan
19	DDN209764	SONAM
20	DDN209779	Mayank Pal
21	DDN209798	BHAKAR SINGH
22	DDN209804	Kartikay Sai
23	DDN209805	KUMARI ANAMIKA
24	DDN209836	Neha Solanki
25	DDN209839	Kajal
26	DDN209842	NEHA
27	DDN209877	BHAWNA
28	DDN209923	HUNY GARG
29	DDN210047	HARVINDER PANWAR
30	DDN210059	Gaurav Khulbe
31	DDN210102	Gungun
32	DDN210118	Rohit Bhardwaj
33	DDN210121	NISHTHA KALIA
34	DDN210165	Aditya barnwal
35	DDN210202	PAVNEET SINGH BAWA
36	DDN210216	NISHANT
37	DDN210237	ANKIT
38	DDN210240	UDAY SINGH yogesh
39	DDN210300	PARDEEP
40	DDN210316	PAPPU KUMARBHADALA
41	DDN210352	AASHISH MADAN
42	DDN210403	ASHU KUMAR
43	DDN210473	MANISH
44	DDN210478	POONAM
45	DDN210543	BHAWNA BENIWAL



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51	DDN210734	RAJESH KUMAR
52	DDN210749	Farzana Bano
53	DDN210773	HIMANSHU
54	DDN210781	Amarjeet Rana
55	DDN210866	Virendar Mandal
56	DDN210889	Shoyab
57	DDN211039	Suman
58	DDN211058	MUDGAL KUMARMEENA
59	DDN211075	Shashi Ranjan
60	DDN211101	Amisha
61	DDN211107	Rahul Gupta
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63	DDN211125	PANKAJ KUMAR
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65	DDN211156	SATISH KUMAR
66	DDN211165	NISHANT MAAN
67	DDN211175	Monika Kumari
68	DDN211185	MANSH SHARMA
69	DDN211187	DEVPRIYA SANYAL
70	DDN211189	AYUSH MANN
71	DDN211199	Parul
72	DDN211207	MAYANK BHATIA
73	DDN211240	Pinki Choudhary
74	DDN211251	Poonam Kumari
75	DDN211279	RITIKA
76	DDN211296	UDAY SINGH
77	DDN211340	GARIMA SHARMA
78	DDN211363	Sonali
79	DDN211390	Nikita





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82	DDN211472	ANITA
83	DDN211473	ASHISH SHARMA
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85	DDN211487	KIRTI
86	DDN211504	Shakti Singh
87	DDN211509	NIDHI
88	DDN211513	TANU VERMA
89	DDN211516	ATHER AHMED
90	DDN211550	SOM BAHADUR
91	DDN211566	RAKSHANDA SINGH
92	DDN211569	Ramesh Kumar
93	DDN211572	Renu
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95	DDN211579	SUNIL YADAV
96	DDN211586	MEENAKSHI SHARMA
97	DDN211588	Priyanka
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100	DDN211642	Roopam SHARMA
101	DDN211643	Nirpender Prasad Singh
102	DDN211649	SALONI SHARMA
103	DDN211682	Shruti Bansal