



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
DELHI COLLEGE OF ARTS & COMMERCE

दिल्ली विश्वविद्यालय
(University of Delhi)

नेताजी नगर नई दिल्ली - 110023
Netaji Nagar, New Delhi - 110023

#DCAC/NT/2023/ 05 June 2023

NOTICE

The written examination for the post of **Senior Assistant** with respect to the non-teaching posts advertised vide Advt. No. DCAC/Advt/NTS/2022-23/676 dated 18.10.2022 (Corrigendum dated 4.11.2022) is as follows: -

Name of the Post	Day/Date	Paper	Timing	Duration
Senior Assistant	Monday, 12.06.2023	Paper I	09:00 a.m. to 11:00 a.m	2 hours*
		Paper II	01:00 p.m. to 04:00 p.m.	3 hours*

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

1. All the eligible candidates are required to report at the Examination Centre one hour before the schedule of examination.
2. No entry will be entertained once the examination starts.
3. No TA/DA shall be paid to any candidate for appearing in the written test.
4. Any information/addendum/corrigendum will be placed on the college website.
5. College reserves the right to fill or not to fill the above mentioned post(s).
6. The Candidates are advised to keep checking the college website for further information.

Prof. Rajiv Chopra
Principal

- Encls: 1. List of provisionally Eligible Candidates for the post of Senior Assistant
2. Scheme of Examinations

List of Provisionally Eligible Candidates for the post of Senior Assistant

S. No.	Form No	Name
1	DDN50625	SHAH FAISAL NAZEERKHAN
2	DDN50642	NARESH KUMAR
3	DDN50649	KRISHNA SAXENA
4	DDN50651	GARIMA CHAWLA
5	DDN50656	MUSKAN CHAWLA
6	DDN50682	RHEA JHA
7	DDN50684	vikash kumar
8	DDN50721	NARENDER SONI
9	DDN50783	sayed kayum
10	DDN50795	RAMAN
11	DDN50822	Anjali
12	DDN50823	MANOJ SINGHBISHT
13	DDN50824	Neha Rani
14	DDN50831	Monika
15	DDN50844	VIJENDER KUMARKUMAR
16	DDN50880	JINCY
17	DDN50888	RAMKESH meena RsmkeshMeena
18	DDN50889	Chanchal
19	DDN50897	Roopam SHARMA
20	DDN50932	Pradeep Yadav
21	DDN50934	Takshi Singh
22	DDN50944	Dheeraj Yadav
23	DDN50958	Nidhi kumarisingh
24	DDN50987	RAMAKANTA SAHOO
25	DDN51014	Anjali Singh
26	DDN51028	MANISH MANDAL
27	DDN51030	ROHTASH KUMARSHARMA
28	DDN51043	parul
29	DDN51048	DEEPAK GAINAN
30	DDN51049	Manish kumarMeena
31	DDN51081	DEEPIKA SHARMA
32	DDN51126	PAWAN KUMARMEENA
33	DDN51145	Nidhi
34	DDN51172	Vivek Agarwal
35	DDN51174	Gunjan
36	DDN51178	Nisha Dabas
37	DDN51181	Praveen Kumar
38	DDN51192	BHAWNA GAMBHIR
39	DDN51200	ARUN KUMAR
40	DDN51211	AKASH GUPTA
41	DDN51220	AAKASH KUMARSINGH
42	DDN51231	KOMAL KATARIA
43	DDN51241	SITARAM MEENA
44	DDN51245	Manisha Vashist

45	DDN51256	HARSH JOSHI
46	DDN51343	MEGHA BHANDARI
47	DDN51363	NEHA GUPTA
48	DDN51383	Tanu yadav
49	DDN51395	RUPAM KUMARI
50	DDN51400	SHERA RAM
51	DDN51408	kadambini
52	DDN51428	KANISHAK SHARMA
53	DDN51444	GULSHAN BABURAOTEMBHEKAR
54	DDN51445	NANCY
55	DDN51448	Neelu Saini
56	DDN51457	JOGENDER
57	DDN51476	AMIT Yadav
58	DDN51478	SHWETA
59	DDN51480	LAVKUSH
60	DDN51501	Monika Dhyani
61	DDN51508	Ankit Bhardwaj
62	DDN51539	Bhawna
63	DDN51572	Rohit Singh
64	DDN51604	DEVPRIYA SANYAL
65	DDN51607	ISHA KUMAR
66	DDN51644	SANCHIT GUPTA
67	DDN51683	SANGEETA TUSHIR
68	DDN51703	AAKASH KUMAR
69	DDN51727	Nidhi
70	DDN51760	MONICA
71	DDN51765	Vikas Bhardwaj
72	DDN51768	KESHAV SINGH
73	DDN51778	NAVEEN BALWAN
74	DDN51801	VIRENDRA KUMAR
75	DDN51805	Smaranika Tripathy
76	DDN51879	Akansha Sharma
77	DDN51882	ANAND ATUL
78	DDN51943	HARJEET SINGH
79	DDN51951	AKHIL SHUKLA
80	DDN51953	akanksha sinha
81	DDN51969	Anshuman KumarDas
82	DDN51995	Poonam Tiwari
83	DDN52011	Kritibandhu Mandal
84	DDN52014	RAVINDER SINGHNEGI
85	DDN52021	AASHI JAISWAL
86	DDN52045	Shreya Shukla
87	DDN52059	POOJA SATI
88	DDN52065	SHEFALI
89	DDN52076	RADHIKA
90	DDN52079	RITU RAJ
91	DDN52093	Akanksha Arora

92	DDN52113	S Merry
93	DDN52117	ASHUTOSH
94	DDN52128	Asha
95	DDN52134	HIMANI SINGH
96	DDN52141	K manasa
97	DDN52153	RAKESH KUMAR
98	DDN52169	AARTHI A
99	DDN52202	Rudra BhanSingh
100	DDN52213	Anupam Thakur
101	DDN52254	Deepakshi Chaudhary
102	DDN52268	GULNAAZ
103	DDN52269	PREETI RANI
104	DDN52304	SUDHA
105	DDN52350	Tanaya Ralhan
106	DDN52389	MITHLESH YADAV
107	DDN52407	Ahsan Zehra Khan
108	DDN52419	PRACHI MAHAJAN
109	DDN52443	NIKITA
110	DDN52499	RADHA PANT
111	DDN52505	SHABANA
112	DDN52533	AKASH DEEP
113	DDN52546	DIVYA KIROLA
114	DDN52553	KRISHNA KUMAR
115	DDN52566	Deepti
116	DDN52570	POONAM PALIYAL
117	DDN52576	ANKIT SONI
118	DDN52579	GAURAV DESWAL
119	DDN52583	RITU
120	DDN52585	Tanuj Kaushik
121	DDN52772	SUMEET SAGAR
122	DDN52780	shobha
123	DDN52796	Inder Kumar
124	DDN52821	MANISH
125	DDN52822	VISHNU KUMARJANGID
126	DDN52835	HASNEET CHAWLA
127	DDN52844	yamini parashar
128	DDN52847	Km Rukaiya
129	DDN52849	Chetan
130	DDN52864	DEVANAND
131	DDN52875	Surbhi Yadav
132	DDN52877	Shabnam Sheikh
133	DDN52885	gaurav sejwal
134	DDN52895	Chitra RajoraRajora
135	DDN52899	BHAWNA JOSHI
136	DDN52901	ANUBHAV CHAUDHARY
137	DDN52906	shipra chandra
138	DDN52907	AMBIKA

139	DDN52910	Karan Gautam
140	DDN52915	Siji Premajan
141	DDN52924	SANJUM AARA
142	DDN52942	CHANDRA KISHORJHA
143	DDN52945	Karthik Prasad
144	DDN52965	Rohit Kumar
145	DDN52969	Sahil Tokas
146	DDN52970	Harsh Gupta
147	DDN52971	MAYANK ARORA
148	DDN52978	Nikhil Pratap Singh
149	DDN52980	Akash Gupta
150	DDN52981	SOUMYA KOCHHAR
151	DDN52984	Minni Sharma
152	DDN52986	Mani Dua
153	DDN52991	KUMARI SMRITI
154	DDN52994	PRAVESH KUMAR
155	DDN52999	AMIT KUMAR
156	DDN53007	Arghadeepa Roychowdhury
157	DDN53025	Lanchunglu Golmei
158	DDN53030	Pooja Bisht
159	DDN53040	SUMIT KUMAR
160	DDN53045	Prashant KumarGupta
161	DDN53046	KAMLA
162	DDN53067	Mohit vats
163	DDN53089	Krishan Kumar
164	DDN53095	Ashish Dubey
165	DDN53096	ANISH SAHANI
166	DDN53108	Deepakshi Jain
167	DDN53116	JUHEE SAXENA
168	DDN53117	AYUSHI GUPTA
169	DDN53143	Ankit
170	DDN53151	SHUBHAM DHAKA
171	DDN53155	Komal Parkash
172	DDN53156	Safal
173	DDN53158	PINKI
174	DDN53160	anmol alawadhi
175	DDN53169	Simran Vij
176	DDN53206	ANIKET KUMAR
177	DDN53225	ANKIT CHANDELA
178	DDN53229	RAM KARAN MEENA
179	DDN53234	Pushpinder Kaur
180	DDN53236	VINAY KUMAR
181	DDN53246	Ujjal Goswami
182	DDN53250	Annu
183	DDN53253	SHEPHALI
184	DDN53258	ANANT KUMARRAI
185	DDN53259	AKASH KUMARSINGH

186	DDN53263	Priyanka Yadav
187	DDN53265	NITIN SHARMA
188	DDN53279	Unnimaya M
189	DDN53292	JYOTI KUMARI
190	DDN53294	PAVNEET SINGH BAWA
191	DDN53301	Shivani
192	DDN53306	RAVI KUMAR
193	DDN53311	PUNEET RAWAL
194	DDN53318	KARISHMA TIWARI
195	DDN53323	SONALI SANSANWAL
196	DDN53325	MANISHA YADAV
197	DDN53330	Sudhir Kumar
198	DDN53331	Madhuri
199	DDN53332	ANJU PARASHAR
200	DDN53337	GEETANJALI NEGI
201	DDN53342	Sandeep Kumar Sah
202	DDN53348	VINAY KUMARBERWA
203	DDN53350	priya jha
204	DDN53355	Varsha Nehra
205	DDN53360	PARIKSHITKUMAR BIPINBHAIPATEL
206	DDN53362	RUCHI SHARMA
207	DDN53373	JAVED SIDDIQUI
208	DDN53374	Sandeep Chopra
209	DDN53381	NISHA DEVI
210	DDN53386	Raj Kumar
211	DDN53389	SATYA PRAKASH
212	DDN53393	Rohit Avtar
213	DDN53397	RAHUL BHARTI
214	DDN53400	LALIT KUMARNARAYAN
215	DDN53418	GURPREET SINGH
216	DDN53419	SHIWANI TYAGI
217	DDN53420	Anuradha
218	DDN53425	ROBIN RATHI
219	DDN53430	Nisha Shrivastava
220	DDN53441	Abhishek Vajpayee
221	DDN53455	TARUN SHARMA
222	DDN53459	AFREEN
223	DDN53464	PUJA KUMARI
224	DDN53469	shalender
225	DDN53471	VANDANA GR
226	DDN53474	DEEPAK KUMAR
227	DDN53482	Suraj Sharma
228	DDN53499	Shubham Negi
229	DDN53504	JAGRITI VERMA
230	DDN53511	RACHNA SHARMA
231	DDN53513	Meenakshi Gupta
232	DDN53514	Raghav

233	DDN53519	Yasir Ahmad Ajazi
234	DDN53529	MEDHA UPADHYAY
235	DDN53531	Shreya Sood
236	DDN53533	Nisha
237	DDN53551	Ayushi Singh
238	DDN53555	Anchal
239	DDN53556	Vidhi Guglani
240	DDN53569	Anamika Singh
241	DDN53587	Jyoti
242	DDN53592	SHIVANI UPADHYAYA
243	DDN53595	Karishma AkramAnsari
244	DDN53603	BABITA
245	DDN53624	Divya Tomar
246	DDN53635	Asha Rani
247	DDN53640	Amanpreet Singh
248	DDN53650	B DEVISHREE
249	DDN53657	Shambhavi Mishra
250	DDN53679	Neelanchal Tiwari
251	DDN53684	Smriti Yadav
252	DDN53687	Mahima Rana
253	DDN53688	Karan Soni
254	DDN53692	Pragati Kumari
255	DDN53694	Ritu Rani
256	DDN53698	Neeta Sahu
257	DDN53713	Kartik Kanojia
258	DDN53728	BEENU VERMA
259	DDN53731	Atiksha Singh
260	DDN53738	PREETI SAWAN
261	DDN53748	Neha rawat
262	DDN53749	SACHIN KUMAR
263	DDN53751	Aarti
264	DDN53754	Prachi
265	DDN53760	Akshit Sharma
266	DDN53764	GAZALA
267	DDN53776	BHARTI PAL
268	DDN53798	JYOTI
269	DDN53806	Sakshi Sharma
270	DDN53809	Milton Biswas
271	DDN53829	RICHA TIWARI
272	DDN53832	AVINASH KUMAR
273	DDN53834	PANKAJ KUMARBHARTI
274	DDN53835	anjali bhati
275	DDN53838	Vanshika
276	DDN53843	PRANJAL GAUR
277	DDN53847	Manjeet KumarGupta
278	DDN53849	Utsa Bose
279	DDN53867	Pampari Aarthi

280	DDN53869	SUPRIYO MODAK
281	DDN53870	Moumita Deb
282	DDN53871	Vipin Jatin
283	DDN53875	Mahima Verma
284	DDN53878	Ashish Ojha
285	DDN53883	BAIRI PAVAN KALYAN
286	DDN53892	Kundan Meena
287	DDN53926	PRASOON
288	DDN53929	Deepanshu Raj
289	DDN53932	RAHUL DAGAR
290	DDN53938	INDER KUMAR
291	DDN53939	K ANANTHA LAKSHMI
292	DDN53940	K ANANTHA KRISHNAN
293	DDN53943	TRIPTI BACHAR
294	DDN53948	Kiran KumariPandit
295	DDN53951	ASTHA TIWARI
296	DDN53959	REENA YADAV
297	DDN53963	akansha sati
298	DDN53971	SRISHTI RAWAT
299	DDN53982	NEHA
300	DDN53990	SIMMY
301	DDN53995	ANSHIKA
302	DDN53997	HARISH KUMARJOSHIA
303	DDN54008	NIKHIL KUMAR
304	DDN54010	Anjali Jha
305	DDN54011	PALLAVI KUMARI
306	DDN54015	Manisha Sharma
307	DDN54018	HIMANSHI
308	DDN54021	Rohit Kaushik
309	DDN54023	Aarti
310	DDN54028	SALONI SHARMA
311	DDN54049	AMIT KUMARSHARMA
312	DDN54064	Apoorvaa Singh
313	DDN54071	Deepak GAHLOT
314	DDN54075	MOHIT MALIK
315	DDN54092	Gaidinliu Pamei
316	DDN54093	PRADUMAN
317	DDN54094	Pooja Ramola
318	DDN54097	PIYUSH CHOUDHARY
319	DDN54098	SRISHTI WADHWA
320	DDN54116	Bhawna Dhyani
321	DDN54125	Gayatri
322	DDN54138	SMRITI CHAND
323	DDN54152	SOLANKI JEETDHARMENDRABHAI
324	DDN54153	SUMIT
325	DDN54162	Chanchal Chanchal
326	DDN54169	ARVIND KUMAWAT

327	DDN54173	VINAY KUMAR
328	DDN54174	manoj kumar
329	DDN54176	Piyush Sagar
330	DDN54196	Kumudini SriGarika
331	DDN54202	RANJEET KUMAR
332	DDN54205	sonali Kapoor
333	DDN54213	Pawan Mandal
334	DDN54224	WAJID ALISHAH
335	DDN54229	DEEPANSHU CHATURVEDI
336	DDN54239	RISHABH SINGH
337	DDN54242	NIDHI KUMARI
338	DDN54249	Nikhil Malhotra
339	DDN54270	ASHA
340	DDN54295	Ritika Singh
341	DDN54296	Shubhangi Manav
342	DDN54299	Noni Jain
343	DDN54302	KHUSHBOO KUMAWAT
344	DDN54309	Shivank Rana
345	DDN54310	Smita KumariPrasad
346	DDN54311	Neeraj
347	DDN54328	ANURAG MISHRRA
348	DDN54331	DEEPIKA
349	DDN54337	Dharmendra Kumar
350	DDN54340	NANCY DABAS
351	DDN54350	Bhawna Aggarwal
352	DDN54352	RADHA KUMARI
353	DDN54353	Mansi Jain
354	DDN54365	PRASHANT RANA
355	DDN54369	NEERAJ GEHLAWAT
356	DDN54374	ANKITA KAATLA
357	DDN54383	Shweta Singh
358	DDN54390	Ankita Gupta
359	DDN54394	SAHIL MOHD
360	DDN54398	Sunidhi RaniSingh
361	DDN54407	SAPNA YADAV
362	DDN54409	VINAY SINGHPARIHAR
363	DDN54410	VIBHA YADAV
364	DDN54419	Nalin Ranjan
365	DDN54422	GRUSHA DESWAL
366	DDN54427	KM RUBYCHAUHAN
367	DDN54428	Ram Kanojia
368	DDN54440	Pooja Jha
369	DDN54441	Avinash Yadav
370	DDN54443	Kanchan
371	DDN54445	Saloni Bhatia
372	DDN54448	Ram Pravesh
373	DDN54454	JITENDRA

374	DDN54468	SHILPI DEY
375	DDN54470	PREETI
376	DDN54472	NISHANT RANA
377	DDN54481	URVASHI KINDO
378	DDN54502	Sudip KumarMaity
379	DDN54512	HARISH KUMAR
380	DDN54521	REETESH KRISHNASHARMA
381	DDN54525	SURENDER SHARMA
382	DDN54529	VIVEK YADAV
383	DDN54530	Deepanshu sejwal
384	DDN54542	sunaina
385	DDN54543	SHAREY PAWAR
386	DDN54546	Neha Kumari
387	DDN54556	Ayushman Pawar
388	DDN54567	ASTHA DWIVEDI
389	DDN54568	BEENA DEVI
390	DDN54590	RAPAKA MUNNY
391	DDN54591	Shivani Tandon
392	DDN54600	SONU
393	DDN54602	SANTOSH PAL
394	DDN54606	Meenakshi Tuli
395	DDN54626	KHUSHDEEP SHARMA
396	DDN54661	Manisha Bisht
397	DDN54662	nancy dhiman
398	DDN54668	AMIT GULATI
399	DDN54678	SANGEETA
400	DDN54682	Neha Sharma
401	DDN54683	RUCHI SHARMA
402	DDN54686	DRISHYA VP
403	DDN54693	Ankit



4.3.2 Scheme of Examination for Direct Recruitment to the post of Senior Assistant

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

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

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3hours	
		MARKS	
	Descriptive Type	200	
	TOTAL	200	

C. Syllabus:

Paper - I:

(i) **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 its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) **Reasoning Ability:** The syllabus 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.



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(iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) **Test of English or 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.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

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 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 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.
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 separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
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.