



## Delhi Pharmaceutical Sciences and Research University

The First Pharmacy University in India  
A STATE UNIVERSITY UNDER ACT 07 OF 2008, Of Govt. OF NCT OF DELHI  
Mehrauli-Badarpur Road, Sector- 3, Pushp Vihar, New Delhi 110017,  
website: <https://dpsru.edu.in>

### RECRUITMENT NOTICE NO.: DPSRU/NTS/2022/01

**ADVERTISEMENT FOR VARIOUS NON TEACHING POSTS (GROUP B & C MINISTERIAL & TECHNICAL)**  
Online Applications on the prescribed format are invited from eligible candidates for direct recruitment to the following Non-Teaching (Group B & C) positions latest by 21/11/2022 (Monday) as per detailed given below:

Category of posts: Group B & C (Ministerial & Technical)

S. No.	Name of post	Pay Matrix Level	UR	EWS	OBC	SC	ST	TOTAL	PwD
1	Section Officer	Level-8, Rs.47600-151100	1	-	-	-	-	1	
2	Assistant Section Officer	Level-7, Rs.44900-142400	2	-	-	-	-	2	
3	Assistant Grade - II	Level-4, Rs.25500-81100	3	-	-	-	-	3	
4	Office Assistant	Level-2, Rs.19900-63200	6	1	3	1	1	12	1
5	Technical Assistant	Level-5, Rs.29200-92300	4	-	1	-	-	5	
6	Lab Technician	Level-2, Rs.19900-63200	3	-	1	-	-	4	
7	Lab Assistant	Level-2, Rs.19900-63200	5	-	1	1	-	7	1
8	Sr. Lab Assistant	Level-4, Rs.25500-81100	5	-	1	1	-	7	
9	Jr. Stenographer	Level-4, Rs.25500-81100	1	-	1	-	-	2	
10	Store Keeper	Level-4, Rs.25500-81100	1	-	-	-	-	1	
11	Assistant Store Keeper	Level-2, Rs.19900-63200	1	-	-	-	-	1	
Total			32	1	8	3	1	45	

**Notes:**

- PwD reservation will be as per prevalent rules.
- The number of posts advertised is indicative and the University reserves the right not to fill up any post and may decrease or increase the number of posts.
- Upper age limit for sr. no. 1&2 is 35 years and for sr. no. 3,4,5,6,7,8,10 & 11 is 30 years and for sr. no. 9 is 27years.

**Qualification:**

The online application form and other relevant details regarding educational qualifications, experience, Short-listing criteria, terms and conditions of appointment, relevance of degree, reservation policy, etc. required will be available on University website: <https://dpsru.edu.in>

DIP/Shabdarth/0437/22-23

**Registrar**

**DELHI PHARMACEUTICAL SCIENCE AND RESEARCH UNIVERSITY**  
(Established under Act 07 of 2008, Govt. of NCT of Delhi)  
**Pushp Vihar, Sect-III, M.B. Road, New Delhi-110017**

**RECRUITMENT ADVERTISEMENT NO.: DPSRU/NTS/2022/01**

**Advertisement**

Delhi Pharmaceutical Sciences and Research University (DPSRU) is a centre of Higher Technical Education having the objective of meeting the growing demands of manpower in the emerging fields of Pharmacy, allied Health Sciences and Physiotherapy with a close Social and Industrial interface. The Campus of University is located at Sector – 3, Pushp Vihar, MB Road, New Delhi. To add to its strength the University is looking for Young Energetic, Dynamic & Result Oriented Talents for recruitment to the following posts:-

**VACANCY POSITIONS:-**

<b>S.No. 1</b>	<b>Name of the Post:</b> <b>Section Officer</b>	<b>Post Code:</b> DPSRU/2022/NT/01					<b>Group B post</b>
<b>Nos. of vacancies:</b>	UR	EWS	OBC	SC	ST	Total	
	1	-	-	-	-	1	
<b>Educational Qualification:</b>	<b>Essential:</b> <ol style="list-style-type: none"> <li>Graduate from recognized University/Institute.</li> <li>8 years relevant experience in level – 7 in handling Educational Administration/General Administration/Store &amp; Purchase/Accounts/Finance in a University/Research Institution/Government Departments Bodies/PSU</li> </ol> <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> <li>8 year relevant experience in private organization at appropriate level</li> <li>Knowledge of computers and basic office software tools like windows, Excel, etc.</li> </ol> <b>Desirable</b> <ol style="list-style-type: none"> <li>Post-graduation</li> <li>Professional qualification like LLB/MBA/MCA or CA (Inter) /ICWA( Inter)</li> </ol>						
<b>Pay scale:</b>	Pay Level–8, Rs.47600–151100						
<b>Age limit:</b>	18-35 Years						

<b>S.No. 2</b>	<b>Name of the Post:</b> <b>Assistant Section Officer</b>	<b>Post Code:</b> DPSRU/2022/NT/02					<b>Group B post</b>
<b>Nos. of vacancies:</b>	UR	EWS	OBC	SC	ST	Total	
	2	-	-	-	-	2	
<b>Educational Qualification:</b>	<b>Essential:</b> <ol style="list-style-type: none"> <li>Graduate from recognized University/Institute.</li> <li>5 years relevant Experience in Level-4 Central/State Government/University/R&amp;D institutions/Autonomous Body/PSU</li> </ol> <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> <li>5 years relevant experience in private organization at appropriate level.</li> <li>Knowledge of computers and basic office software tools like Windows, Excel, etc.</li> </ol>						

<b>Pay scale:</b>	Pay Level-7, Rs.44900–142400
<b>Age limit:</b>	18-35 Years

<b>S.No. 3</b>	<b><u>Name of the Post:</u></b> Assistant Grade-II	<b><u>Post Code:</u></b> DPSRU/2022/NT/03	<b>Group C post</b>				
<b>Nos. of vacancies:</b>	UR	EWS	OBC	SC	ST	Total	
	3	-	-	-	-	3	
<b>Educational Qualification:</b>	<b>Essential:</b> 1. Graduate from a recognized University in any discipline. 2. 02 years relevant experience in Level 2 Central/State Government/University/R&D institutions/Autonomous Body/Public Sector Undertaking Or 02 years relevant experience in private organizations at appropriate level. 3. A typing speed of minimum 35 WPM in English or 30 WPM in Hindi on Computer. (35 WPM and 30 WPM correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word)						
<b>Pay scale:</b>	Pay Level-4, Rs.25500–81100						
<b>Age limit:</b>	18-30 Years						

<b>S.No. 4</b>	<b><u>Name of the Post:</u></b> Office Assistant	<b><u>Post Code:</u></b> DPSRU/2022/NT/04	<b>Group C post</b>				
<b>Nos. of vacancies:</b>	UR	EWS	OBC	SC	ST	Total	PwD
	6	1	3	1	1	12	1
<b>Educational Qualification:</b>	<b>Essential:</b> 1. Senior Secondary School Certificate (+2) or its equivalent with 50% in aggregate from recognized Board/University. 2. A typing speed of minimum 35 WPM in English or 30 WPM in Hindi on Computer.(35 WPM and 30 WPM correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word)						
<b>Pay scale:</b>	Pay Level-2, Rs.19900–63200						
<b>Age limit:</b>	18-30 Years						
One post is identified for PwD(Locomotors disability (OA, OL, OAL, BL) including leprosy cured, dwarfism, acid attack victims) category							

<b>S.No. 5</b>	<b><u>Name of the Post:</u></b> Technical Assistant	<b><u>Post Code:</u></b> DPSRU/2022/NT/05	<b>Group C post</b>				
<b>Nos. of vacancies:</b>	Deptt.	UR	EWS	OBC	SC	ST	Total
	SAHS	3	-	1	-	-	4
	SoP	1	-	-	-	-	1
<b>Educational Qualification:</b>	<b>Essential:</b> B.Sc. in Science (PCM/PCB)/Bachelor degree in Pharmacy/ Allied Health Sciences from a recognized University/Board or equivalent with 04 years Industrial/Lab Experience in desired trade. or Two years State Board Diploma or equivalent in the relevant						

	Pharmacy/Allied Health Sciences subject/field with 05 years of Industrial/Laboratory Experience in the relevant trade.
<b>Pay scale:</b>	Pay Level-5, Rs.29200–92300
<b>Age limit:</b>	18-30 Years

<b>S.No. 6</b>	<b><u>Name of the Post:</u></b> <b>Lab Technician</b>	<b><u>Post Code:</u></b> DPSRU/2022/NT/06	<b>Group C post</b>				
<b>Nos. of vacancies:</b>	Deptt.	UR	EWS	OBC	SC	ST	Total
	SPS	3	-	1	-	-	4
<b>Educational Qualification:</b>	<b>Essential:</b> 1. Senior Secondary with science at least 50% from a recognized board or equivalent 2. Diploma in Pharmacy						
<b>Pay scale:</b>	Pay Level–2, Rs.19900–63200						
<b>Age limit:</b>	18-30 Years						

<b>S.No. 7</b>	<b><u>Name of the Post:</u></b> <b>Lab Assistant</b>	<b><u>Post Code:</u></b> DPSRU/2022/NT/07	<b>Group C post</b>					
<b>Nos. of vacancies:</b>	Deptt.	UR	OBC	EWS	SC	ST	Total	PwD
	SPS	2	1	-	-	-	3	1
	SAHS	3	-	-	1	-	4	
<b>Educational Qualification:</b>	<b>Essential:</b> 1. Senior Secondary with science at least 50% from a recognized board or equivalent 2. Diploma in Pharmacy (Lab Assistant for School of Pharmacy)  or Diploma in Allied Health Science (Lab Assistant for School of Allied Health Science)							
<b>Pay scale:</b>	Pay Level–2, Rs.19900–63200							
<b>Age limit:</b>	18-30 Years							
<b><u>One post is identified for PwD(HH) categories.</u></b>								

<b>S.No. 8</b>	<b><u>Name of the Post:</u></b> <b>Sr. Lab Assistant</b>	<b><u>Post Code:</u></b> DPSRU/2022/NT/08	<b>Group C post</b>				
<b>Nos. of vacancies:</b>	Deptt.	UR	OBC	EWS	SC	ST	Total
	SPS	3	1	-	-	-	4
	SAHS	2	-	-	1	-	3
<b>Educational Qualification:</b>	<b><u>Sr. Lab Assistant for School of Pharmacy</u></b> 1. Bachelor Degree in Pharmacy from a recognized University/Board or equivalent along with at least two years' experience in level-2 in the related field in a University/Govt. Department/Autonomous body/ Public Sector Undertakings/equivalent experience in private organizations at appropriate level.  or						

	<p>2. Diploma in Pharmacy with at least 04 years in level-2 in the related field in a University/Govt. Department/Autonomous body/Public sector undertakings/equivalent experience in private organizations at appropriate level.</p> <p><b><u>Sr. Lab Assistant for School of Allied Health Science</u></b></p> <p>1. B.Sc. in Science (PCM/PCB)/Allied Health Sciences from a recognized University/Board or equivalent along with at least two years' experience in level-2 in the related field in a University/Govt. Department/Autonomous body/Public Sector Undertakings/equivalent experience in private organizations at appropriate level.</p> <p>or</p> <p>2. Diploma in Allied Health Sciences with at least 04 years in level-2 in the related field in a University/Govt. Department/Autonomous body/Public sector undertakings/equivalent experience in private organizations at appropriate level.</p>
<b>Pay scale:</b>	Pay Level-4, Rs.25500–81100
<b>Age limit:</b>	18-30 Years

<b>S.No. 9</b>	<b><u>Name of the Post:</u></b> <b>Jr. Stenographer</b>	<b><u>Post Code:</u></b> DPSRU/2022/NT/09						<b>Group C post</b>
<b>Nos. of vacancies:</b>	UR	EWS	OBC	SC	ST	Total		
	1	-	1	-	-	2		
<b>Educational Qualification:</b>	<p><b>Essential:</b></p> <p>1. Passed Senior Secondary School examination (+2) from recognized University/Institution</p> <p>2. Short hand speed of 80 WPM and typing speed of 40 WPM in English.</p> <p>or</p> <p>Short hand speed of 80 with typing speed of 30 WPM in English.</p> <p><b>Desirable</b></p> <p>1. Knowledge of Computers.</p> <p>2. Diploma in Computers and / or Office Management &amp; Secretarial Practice.</p> <p>3. Qualification or experience related to Pharmacy or Allied Science Education.</p>							
<b>Pay scale:</b>	Pay Level-4, Rs.25500–81100							
<b>Age limit:</b>	18-27 Years							

<b>S.No. 10</b>	<b><u>Name of the Post:</u></b> <b>Store Keeper</b>	<b><u>Post Code:</u></b> DPSRU/2022/NT/10						<b>Group C post</b>
<b>Nos. of vacancies:</b>	UR	EWS	OBC	SC	ST	Total		
	1	-	-	-	-	1		
<b>Educational Qualification:</b>	<p><b>Essential:</b></p> <p>1. Bachelor's Degree with Commerce/ Economics /Statistics/ Business Studies/ Public Administration as a subject from a</p>							

	<p>recognized University/ Institute.</p> <p>2. 5-year experience in handling Stores and keeping Accounts in a Store or a concern of Central or State Government/Autonomous/ Statutory organization/PSUs or University/Banks/Private Organization.</p> <p><b>Desirable</b></p> <p>1. Diploma/Certificate Course in Materials Management</p>
<b>Pay scale:</b>	Pay Level-4, Rs.25500–81100
<b>Age limit:</b>	18-30 Years

<b>S.No. 11</b>	<b><u>Name of the Post:</u></b> <b>Assistant Store Keeper</b>	<b><u>Post Code:</u></b> DPSRU/2022/NT/11	<b>Group C post</b>			
<b>Nos. of vacancies:</b>	UR	EWS	OBC	SC	ST	Total
	1	-	-	-	-	1
<b>Educational Qualification:</b>	<p><b>Essential:</b></p> <p>1. 12<sup>th</sup> pass from a recognized Board/University.</p> <p>2. A typing speed of minimum 35 WPM in English or 30 WPM in Hindi on Computer. (35 WPM and 30 WPM correspond to 10500 KDPH and 9000 KDPH respectively on an average of five (05) key depressions for each word)</p> <p><b>Desirable:-</b></p> <p>1. One year experience in handling stores and keeping accounts in a store or a concern of Central or State Government/ Autonomous/Statutory organization/PSUs or University/ Banks/Private organizations</p> <p>2. Diploma/Certificate Course in Materials Management or equivalent.</p>					
<b>Pay scale:</b>	Pay Level-2, Rs.19900–63200					
<b>Age limit:</b>	18-30 Years					

**Important-**

1. The above vacancies are tentative, which may vary.
2. The candidate must be a citizen of India.
3. The educational qualification, experience, age and other eligibility condition as stipulated in advertisement shall be determined as on the Closing date of application form.
4. **Age Limit:** - As mentioned against each post. Crucial date for determining the age limit shall be closing date of application form and shall not exceed 56years in any case.
5. Relevancy of the diploma/degree submitted by candidate with respect to minimum education qualification shall be decided by the University and its decision in this regard will be final.
6. PWD reservation shall be applicable as per existing guidelines and instruction issued by Govt. of NCT of Delhi.
7. For Age relaxations relevant Para may be referred to.
8. Abbreviations used are denoted as under:
  - SOP – School of Physiotherapy
  - SAHS – School of Allied Health Sciences
  - SPS – School of Pharmacy Sciences
  - EWS-Economically Weaker Sections,
  - UR- Unreserved (General),

- SC- Scheduled Caste,
- ST- Scheduled Tribe,
- OBC- Other Backward Classes,
- PwD-Person with Disability,
- PCM-Physics, Chemistry and Mathematics
- PCB-Physics, Chemistry and Biology
- PSU- Public Sector Undertaking
- OA- One Arm
- OL- One leg
- OAL- One Arm & One Leg
- BL- Both Leg

**APPLICATION FILING:-**

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 when candidate login for filling up of application, which are available in subsequent paras.
3. All qualifications should have been acquired from Universities/Institutes, recognized by the relevant appropriate statutory authority in India.
4. Candidates who possess the notified qualification only are eligible to apply.
5. Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/PSUs/PSBs should produce a No Objection Certificate at the time of skill test/Laboratory practical exam, as the case maybe.

**RESERVATION BENEFITS: -**

1. 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 Delhi.
2. Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must be in possession as on closing date of application form of relevant certificates (EWS/SC/ST/OBC(Delhi) – Non Creamy Layer (NCL)/PwD/Educational/ Experience etc.) issued by the competent/notified authority in prescribed format 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.
3. 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 and No.F.19(01)/2012/S.IV/ 1241-1258 dated 20.07.2016, and 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 Delhi) candidates will be treated as un-reserved candidates and they must apply under UR category. The OBC (Delhi) candidates must be in possession of non-creamy layer certificate issued by Competent Authority on or after 01.04.2022 along with his/her caste certificate in accordance with instruction issued by Govt. of Delhi in this respect from time to time. Applicant should ascertain that they belong to the reserved categories (caste) entered in Delhi list for OBC class. OBC (Delhi) Candidates belonging to “Creamy Layer” are not entitled to avail any concession otherwise extended to OBC category. Such candidates have to indicate their category as UR.
4. Only following two types of certificates will be accepted as valid certificates for grant

of benefit of reservation to OBCS:-

- a. OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of an old certificate Issued to any member of individual's family from Competent Authority, GNCT of Delhi.
  - b. OBC certificate issued by a competent authority outside Delhi to a person belonging to a community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Competent Authority of Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08.09.1993.
5. Candidate belonging to Economically Weaker sections (EWS) will have to furnish self-attested copy of valid Income & Asset certificate issued by competent authority on or after 01.04.2022
  6. A Candidate belonging to SC/ST/OBC/EWS 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 will be adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC/EWS candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC/EWS candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.
  7. Candidates with only benchmark physical disability will be considered as Persons with Disabilities (PwD) and only such candidates will be entitled to age-relaxation/ reservation for Persons with Disabilities.

**Age Relaxation:-**

S.No.	Categories	Extent of age concession
1	SC/ST	05 years
2	OBC (Delhi)	03 years
3	PwD	10 years
4	PwD + SC/ST	15 years
5	PwD + OBC (Delhi)	13 years
6	Govt. Servants	<p><b>For Group B post: -</b> Up to 5 years for Group B posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post) as per DOP&amp;T O.M.No. 15012/2/2010. ESTT. (D) dated 27<sup>th</sup>March, 2012.</p> <p><b>For Group C post: -</b> UP to 40 years of age (45 years for SC/ST, 43 years for</p>

		OBC for Group C post (which are in the same line or allied cadres as per DOP&T O.M. No. 15012/2/2010. ESTT. (D) dated 27 <sup>th</sup> March, 2012.
7	Ex-Servicemen Group C (Non Gazetted)	Period of Military service plus 3 years.
8	Disabled Defense services personnel (Group C)	45 Years (50 years of SC/ST, 48 years for OBC)
9	Widows/divorced women/women judicially separated and who are not re-married.	For Group C post :- Up to the age of 35 years (up to 40 years for SC/ST and 38 for OBC).
10	Contract employees in DIPSAR and DPSRU	One time relaxation of upper age limit to the contractual employees working in DPSRU/DIPSAR at the time of regular appointment on direct recruitment basis will be available in accordance with O.M.No.19(11)/2015/S-IV/1751-1756/dated 11.06.2019 issued by services Deptt. GNCTD. Such candidate will be eligible for one time relaxation in upper age limit upto a maximum period of 05 years, subject to other conditions mentioned therein.

(Note:-The above age relaxations will be regulated as per DOPT Guidelines.)

1. An Ex-serviceman who has already secured employment under the central Government/Delhi Govt. or its autonomous/local bodies in Group C will be permitted the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in higher grade or cadre in Group C. However, such candidates will not be eligible for benefit of reservation.
2. In case of physically handicapped/Person with Disability, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities. No relaxation for age will be applicable for SC/ST/OBC candidates who are applying against general vacancy.
3. If a person with disability is entitled to age concession by virtue of being a Govt. Servant, concession to him/her will be admissible either as a 'person with disability' or as a Govt. Servant' whichever may be more beneficial to him/her.
4. Cumulative age relaxation may be allowed, wherever applicable as per Govt. norms.
5. All the age relaxation benefits will be subject to the ceiling of 56 years of age. In other words any person who is above the age of 56 years as on the crucial age will not be eligible to apply.

### **HOW TO APPLY**

1. No manual/paper applications will be entertained.
2. After submitting applications through ONLINE, candidates should take a print out of registration cum application form and produce along with self-attested copies of

certificates/documents, at the time of document verification to be conducted prior to skill test/laboratory practical test.

3. Information mentioned by the candidates at the time of registration/ submission of application through ONLINE mode will only be given weightage.
4. Before registering/applying online, the candidates should ensure that they have valid e-mail ID, which should remain valid at least till the time recruitment process is completed.
5. The Online application portal will be active from 10:00 A.M. on 01.11.2022 to 11:55 P.M. on 21.11.2022.
6. Candidates applying for more than one post should apply and submit separate Registration-cum-Application Form along with the requisite fee for each post(s).
7. Candidates should submit single application only for any post. In case of multiple applications/registrations for any post, the last registered application shall only be considered.
8. Candidate may apply for more than one post, but University may hold the examinations of two or more different posts on the same day and candidate shall have to opt to take the examination of any one post only.

### **MODE OF SELECTION: -**

The selection shall be made through computer based examinations and skill test/laboratory practical test wherever applicable. 75% weightage will be given for Computer Based Online Examination Score and 25% weightage will be for skill test/laboratory practical test for all categories of posts.

### **EXAMINATION:-**

1. The centers for holding the examination will be in Delhi/NCR which may be extended to other cities outside Delhi NCR in case large number of applications is received for any post.
2. The candidates must carry in original Aadhar Card/any other Govt. issued Identity proof to the examination centre, failing which they shall not be allowed to appear for the examination.
3. 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 him/her.
4. 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 centers.
5. Candidates called for Computer Based Online Examination are required to make their own arrangements for their travel and stay and they are not entitled for any reimbursement.
6. Date of Computer Based test will be notified in due course.
7. DPSRU reserves the right to allocate any Test centre.

**Note:-**

1. In case of persons in the category of blindness, locomotor disability (Both arm affected– BA) and cerebral palsy, the facility of Scribe shall be given if opted for so by the desired person, if applicable as per the relevant provisions of Act / Rules / Guidelines of Govt. of India (Refer OM F No. 34-02/2015-DD-III dated 29.08.2018 issued by Under Secretary to the GoI, Ministry of Social Justice & Empowerment).
2. The examination questions will be bilingual (Hindi & English) except for the language papers which would be in the language only.

**Examination Scheme**

**A) Syllabus of Computer based test is given below:-**

S. No.	Name of the post	Type of Test and % of Test	Syllabus & Weightage	Standard of level
1.	Section Officer	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability, General Studies/ Current Affairs/ General Knowledge/ Reasoning & Intelligence 2. English 3. Knowledge of Official procedures and relevant Rules and Regulations 4. Basics of Computer	Graduation
2	Assistant Section Officer	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability, General Studies/ Current Affairs /General Knowledge/ Reasoning & Intelligence 2. English 3. Knowledge of Official procedures and relevant Rules and Regulations 4. Basics of Computer	Graduation
3.	Assistant Grade- II	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability 2. Reasoning & Intelligence 3. General Studies /Current Affairs / G.K 4. English 5. Basics of Computers	Graduation
4.	Office Assistant	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability 2. Reasoning & Intelligence: 3. General Studies/ Current Affairs/General Knowledge 4. English 5. Basics of Computers	12 <sup>th</sup>
5.	Technical Assistant	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability 2. Reasoning & Intelligence 3. English 4. Relevant Subject Knowledge	B.Sc. in science (PCM/PCB)/ Pharmacy/Allied Health Science examination/diploma in Pharmacy/allied health science.

6	Lab Technician	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability 2. Reasoning & Intelligence, 3. English 4. Relevant Subject Knowledge	12 <sup>th</sup> and Diploma in Pharmacy
7	Lab Assistant	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability 2. Reasoning & Intelligence, 3. English 4. Relevant Subject Knowledge	12 <sup>th</sup> and Diploma in Pharmacy
8	Senior Lab Assistant	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability 2. Reasoning & Intelligence 3. English 4. Relevant Subject Knowledge	B.Sc. in science (PCM/PCB)/Pharmacy /allied health science examination/ diploma in Pharmacy/ allied health science.
9	Junior Stenographer	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability 2. Reasoning & Intelligence: 3. General Studies/ Current Affairs/General Knowledge 4. English 5. Basics of Computers	12 <sup>th</sup>
10	Store Keeper	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability/ 2. Reasoning & Intelligence 3. General Studies /Current Affairs / G.K 4. English 5. Basics of Computers 6. Material & Inventory Management	Graduation
11	Assistant Store Keeper	<u>CBT</u> - 200 Marks - 75% weightage	1. Quantitative Ability/ 2. Reasoning & Intelligence 3. General Studies /Current Affairs / G.K 4. English 5. Basics of Computers 6. Material & Inventory Management	12 <sup>th</sup>

**B) Details of CBT syllabus are as follow:-**

**1) Quantitative Ability**

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & work, Basic algebraic identities of School Algebra, Elementary surds, Graphs of Linear Equations, Triangle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Square, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram, Pie chart.

## **2) Reasoning & Intelligence**

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding and de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern - folding and un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & City matching, Classification of centre codes/roll numbers, Small and Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence & other sub-topics.

## **3) General Studies / Current Affairs / General Knowledge**

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current event and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring Countries especially pertaining History, Culture, Geography, Economic Scene, General Policy, Indian Constitution & Scientific Research.

## **4) English**

Questions in this component would be designed to test the candidate's understanding and knowledge of English language and would be based on spotting the errors, fill-in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, Improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage and any other English language questions.

## **5) Knowledge of Official procedures and relevant Rules and Regulations**

Questions in this component would be designed to test the knowledge of the candidates in official procedures, which include- creation of official files and their records; knowledge of General Financial Rules (GFR); procedures of Stores and purchase; organizing official meetings, preparing the minutes and keeping proper records; Knowledge of Right to Information act and its provisions; Knowledge of Leave Rules, Service Rules and the provisions of GPF, CPF and New Pension Scheme; Drafting and noting; public relation and communication; Correspondence with public and other Institutions; drafting of official and demi-official letters given by the officers, Knowledge of different types of letters and difference between them; Different types of Government orders, their utilization and importance (Notification, Circular, Office Order, Memorandum, etc.)

## **6) Basics of Computer**

General Computer Processing ability in MS-Office like Word Processing, Excel, Power point, etc.; knowledge of Operating Systems; Professional software/Hardware system relevant to the post; any other Computer/IT related Questions.

## 7) Relevant Subject Knowledge

### a) Lab Technician and Lab Assistant

1. Basic knowledge on common laboratory apparatus/equipment like burettes, beakers, measuring cylinders, funnels, conical flasks, pipettes, standard flask, test tubes, water baths, distillation apparatus etc.
2. Basic knowledge on mechanics and electricity.
  - Springs, pulleys, levers, gravity, Newton's laws
  - AC and DC current and electric shock.
  - Ohm's Law, Capacitor and Resistor.
3. Basic Knowledge on Acids, bases, buffers, pH Indicators, salts and common chemical used in laboratory.
4. Basic Knowledge on microscopes, Analytical balance, sterilization, Disinfection techniques.
5. Good Laboratory Practices (GLP), Lab Safety, Fire hazards, Chemical hazards, chemical poisoning and Standard Operating Procedures (SOP's).
6. Cell structure, Classification of tissues of the body, Structure of heart, lungs and kidney, composition of blood, circulatory system, digestive.

### b) Technical Assistant

1. Instrumentation General Introduction of UV, HPLC, Colorimetry, potentiometric, DSC, HPTLC, Flame photometry.
2. Basic Knowledge on general chemical as well as equipment, Dosage forms, Pharmaceutical aids, Tablets, Capsules, Liquid oral preparations, Powders and granules, Sterile formulations, health screening services for monitoring patients, Blood Pressure Recording, Capillary Blood Glucose Monitoring, Pulse Oximeter, BMI measurement.
3. Basic knowledge on Acids, bases, buffers, indicators, Acid-base titration, non-aqueous titration, precipitation titration, normality of solutions, Hematinics, Antacids, Analgesic and Anti-Inflammatory Agents, Antibiotics, Limit test.
4. GLP; Lab manuals, SOP, lab safety, fire hazards, chemical hazards, chemical poisoning, Drugs and Poison Information Centre, Pharmacovigilance, SOPs for various activities in community Pharmacy, general maintenance of Lab equipment as well as the chemical and glassware.
5. Basic Aseptic techniques, microscopy.
6. Common crude drug quality control of crude drugs, physical and chemical tests to evaluate the crude drugs.
7. Basic physics: heat, electricity etc.
8. Anatomy physiology very basic features, Skin, hair, blood circulatory system, bones, Respiratory system, Digestive Systems, Excretory Systems, Rational use of medicines, introduction to experimental Pharmacology, laboratory animals (a) Mice; (b) Rats; (c) Guinea pigs; (d) Rabbits, Commonly used instruments in experimental Pharmacology, Different routes of administration of drugs in animals, type of pre-clinical experiments: In-vivo, In-vitro, Ex-Vivo and techniques of blood collection from animals.

### c) Sr. Lab Assistant

1. Instrumentation General Introduction of UV, HPLC, Colorimetry, potentiometric, DSC, HPTLC, Flame photometry.
2. Basic Knowledge on general chemical as well as equipment, Dosage forms, Pharmaceutical aids, Tablets, Capsules, Liquid oral preparations, Powders and granules, Sterile formulations, health screening services for monitoring patients, Blood Pressure Recording, Capillary Blood

Glucose Monitoring, Pulse Oximeter, BMI measurement.

3. Basic knowledge on Acids, bases, buffers, indicators, Acid-base titration, non-aqueous titration, precipitation titration, normality of solutions, Hematinics, Antacids, Analgesic and Anti-Inflammatory Agents, Antibiotics, Limit test.

4. GLP; Lab manuals, SOP, lab safety, fire hazards, chemical hazards, chemical poisoning, Drugs and Poison Information Centre, Pharmacovigilance, SOPs for various activities in community Pharmacy, general maintenance of Lab equipment as well as the chemical and glassware.

5. Basic Aseptic techniques, microscopy.

6. Common crude drug quality control of crude drugs, physical and chemical tests to evaluate the crude drugs.

7. Basic physics: heat, electricity etc.

## **8) Material and Inventory Management**

### **a) Store Keeper**

#### **i. Basic Principles and Practices**

- Importance and scope of Materials Management.
- Supply Chain Management.
- Make or buy or Outstanding and Vendor Analysis.
- Value Analysis.
- Elements of general management including Planning, Organizing, Directing, Coordinating and Controlling.
- Application of Computers in Purchasing.

#### **ii. Purchase Management**

- Purchasing Cycle and Contracts/ Purchase Orders
- Ethical Concepts in Purchase.
- Basic knowledge of GFR 2017 with its amendment
- Tendering- Scrutiny of indents, preparation of tender documents, Evaluation of tenders and Award of orders etc.
- Lead Time Analysis.
- Legal aspect of purchasing: Indian Contract Act, Sales or Goods Act, GST Act , Negotiable Instrument Act, Indian Companies Act, Sales Tax Act, Octroi, Indian Patent Law, Arbitration Act, Excise and Customs Act, INCOTERMS, Letter of Credit.
- CVC Circulars / guidelines
- Integrity Pact – Standard Operating Procedure
- E-procurement guidelines, use of Digital signature certificate
- Basic knowledge of GeM
- Documentation & Process relating to Imports

#### **iii. Store and inventory Control Management:**

- Online Materials Management System
- Standardization and Codification
- Stores functions, Types of Stores, Stores Identification System, Receipts, Inspection, Storage Procedure, Preservation Procedure, Safety and Security aspects, Issue System, Disposal of unserviceable scrap including survey off and disposal activity, stock verification and store accounting, store records, legal aspects of store keeping
- Store Accounting.
- Material handling packing and transportation systems.
- Inventories- Definition- Classification of Inventories- Merits and Demerits of Inventories.

- Need for Inventory, Inventory cost, inventory control measures, (ABC, XYZ Analysis- VED, GOLF, FSN- HML etc.). Determination of economic ordered quantity, Forecasting Techniques, Determination of safety stocks, spare parts Inventory.
- Material Handling Systems and equipment's, Economic aspects of Materials handling and Transportation, Comparative Transportation costs, Issues relating to selection of carriers.

**b) Assistant Store Keeper**

**i. Introduction to warehousing**

- Warehouse Operations
- Functions
- Centralized and decentralized
- Storage systems
- Warehousing cost analysis
- Warehouse layout

**ii. Inventory**

- Basic Concepts
- Functions
- Types
- Cost
- Need for inventory
- Just in time

**iii. Inventory Control**

- Inventory Control Techniques
- Requirement Planning

**iv. Principles and Performance measures of material handling systems**

- Fundamentals of material handling
- Material handling
- Various types of material handling requirement
- Warehouse (Temperature controlled)

**v. Modern Warehousing**

- Automated storage and retrieval systems and their operations
- Barcoding technology and applications in logistics industry
- RFID technology and applications
- Advantages of RFID

**vi. Basic knowledge of tendering / procurement including evaluation of bids.**

**vii. Basic knowledge of GFR 2017 with its amendment**

**C) Duration of CBT exam :-**

<b>S No</b>	<b>Name of the post</b>	<b>Duration</b>
1.	Section Officer	3 Hours
2.	Assistant Section Officer	3 Hours
3.	Assistant Grade- II	2.5 Hours
4.	Office Assistant	2.5 Hours
5.	Junior Stenographer	2.5 Hours
6.	Store Keeper	2.5 Hours
7.	Assistant Store Keeper	2.5 Hours
8.	Technical Assistant	3 Hours
9.	Lab Technician	2.5 Hours

10.	Lab Assistant	2.5 Hours
11.	Senior Lab Assistant	2.5 Hours

- D) Each Question paper shall consist of 200 Questions in total. Question paper shall be of objective type having 4 options for each question
- E) All questions shall carry equal marks.
- F) There shall be no negative marking.
- G) Skill test syllabus will be available on website in due course.

### **SELECTION CRITERIA:-**

1. Based on the examination Marks scored, candidates who will obtain minimum cut-off qualifying marks will be shortlisted for skill test/Laboratory practical test, whichever is applicable in the order of merit. The number of candidates to be considered for skill test/Laboratory practical test will normally be 12 times for the first vacancy & 5 for each subsequent vacancy for the post. However, University reserves the right to increase the number of candidates.
2. In case of tie in the points of two or more candidates for the last slot, all the candidates with the same score shall be called for skill test/Laboratory practical test.
3. The list of candidates shortlisted for skill test/Laboratory practical test will be published on DPSRU website. Shortlisted candidates may also be informed through e-mail/SMS. Candidates are advised to give the correct email-id & mobile number and also to watch website regularly.
4. Candidates should produce copy of documents along with the original documents, in support of their meeting eligibility conditions, at the time of Skill test/Laboratory Practical Test failing which such candidates will not be permitted to appear for the skill test/Laboratory Practical Test.
5. If the SC/ST/OBC-NCL/EWS/Disability Certificate/any other relevant documents or documents for educational qualification/Experience have been issued in a language other than English/ Hindi, the candidates should submit a self-certified translated copy of the same either in English or Hindi.
6. Minimum qualifying marks in the written exam will be 50% for General (UR)/EWS/OBC and 45% for SC/ST / PwD candidates.  
Marks will also be awarded for the skill test/Laboratory Practical Test as the case may be. The minimum qualifying marks for the skill test/Laboratory Practical Test will be 50% for general (UR)/EWS/OBC candidates and 45% for SC/ST/PwD candidates. Provided wherever, there is a minimum standard set for any skill in the recruitment rules of the respective post marks will be awarded only to those candidates who qualify the said standard in the skill test. If candidate fails to achieve minimum standard set for any skill in the recruitment rules of the respective post, he/she will be treated as “not suitable for selection”.
7. The final selection will be based on the total marks scored by the candidate in the Computer Based Online Examination and skill test/Laboratory practical test. 75% weightage will be given for Computer Based Online Examination Score and 25% weightage will be for skill test/laboratory practical test for all categories of posts.
8. There will be a minimum qualifying score for the final selection which will be 50% for General (UR)/EWS/OBC and 45% for SC/ST/PwD candidates after calculating the total score of the candidate based on the above weightage. Any Candidate who fails to secure that minimum qualifying score will be treated as “not suitable for selection”.
9. In final merit list, If there are two or more candidates in the same category having equal marks:

- a) Candidates who have secured higher marks in computer based examination shall be placed higher in merit.
- b) In case where the marks in computer based examination are same the candidate who will be having higher qualification will be placed higher in the final merit list.
- c) In case where marks in the computer based examination and the qualifications are also same, the candidate who had secured higher marks in the highest qualification shall be placed higher in the final merit list.

#### **AFTER SELECTION:-**

1. The successful candidates will be required to submit legible Self attested copies of the documents, Admit Card containing signature of the Invigilator (used in examination) 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. Original documents will also be required to be produced for verification.
2. The appointment of selected candidates will be subject to being found Medically Fit for the post and they will be required to undergo medical examination before a medical board to be arranged by DPSRU. The appointment will be further subject to verification of character and antecedents.
3. Appointment will be further subject to verification of relevant certificates/documents from the respective Competent Authorities.

#### **GENERAL INSTRUCTIONS FOR CANDIDATES**

1. New Pension Scheme will be applicable to the entrants against these posts.
2. The vacancies advertised are provisional and liable to vary (increase or decrease). In case the vacancy position is reduced to any number or even zero due to any circumstances, University will not be liable to compensate the applicant for any consequential damage/loss.
3. 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.
4. The University reserves the right to cancel a part or entire process of examination or a part of it due to administrative reasons 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 divert the candidates to appear at that examination Centre if required.
5. The University reserves the right to cancel any Centre of exam and ask the candidates of that Centre to appear at another Centre. The University also reserves the right to direct candidates of any Centre to some other Centre to take the Exam. No request for change in date, time and Centre of exam will be accepted under any circumstances.
6. The candidature of the candidate to the Examination is entirely and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
7. In case there is any discrepancy among the English & Hindi version of advertisement, the English version will be treated as final.
8. Skill test will be taken as per requirement of job.
9. Candidates already removed/terminated/deserted their employment from DPSRU will not be considered.

10. Persons already resigned their appointment from DPSRU may also apply, subject to fulfilling the notified eligibility criteria.
11. Experience Certificate from employer must mention the detail regarding Pay Scale/ Pay Band & Grade Pay, period of employment, designation (Post), whether regular part time and whether adhoc/contract/ regular, which applicant has claimed in his/her application. It is the responsibility of the applicants to provide conclusive documentary proof(s) in support of experience claimed without which the same shall not be considered.
12. Information regarding Selection Schedule will be communicated to the shortlisted candidates through DPSRU website besides e-mail to their registered e-mail address or message through SMS to their Registered Mobile Number. The Call Letter for Exam will be uploaded on DPSRU website and the same need to be downloaded and printed by the candidate concerned.
13. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Delhi and the High Court at Delhi shall have sole and exclusive jurisdiction.
14. Candidates are requested to scan and upload the self-attested copies of following documents /certificates:-
  - a. Recent passport size colour photograph.
  - b. Scanned image of candidate's signature (in Black ink).Applications with blurred/illegible Photograph/Signature will be rejected.
15. No application shall be considered, if the prescribed fee has not been paid before the last date of online application. The fee will not be accepted after the last date.
16. If a candidate successfully submits his/her application, it will be accepted only on 'Provisional' basis. Candidates should take printout of the online Application Form for their own records.
17. The university does not undertake any detailed scrutiny of applications for the eligibility and other aspects at the time of examination(s) and, therefore, candidature will be accepted only on provisional basis. Merely applying under the above said Post Codes does not make the candidate eligible. Candidates must go through the requirements of essential educational qualification, age, experience etc. and satisfy themselves that they are eligible for the post. During scrutiny of documents, if any claim made by the candidate in the application is found to be false or not substantiated, the candidature of such candidate will be cancelled without any notice or correspondence. The Board's decision in this regard shall be final.
18. Request for change/correction in any particulars of the Application Form including change of category, once submitted, will not be entertained under any circumstances. Such requests received through Post/Fax/Email/By hand, etc. will neither be entertained nor any correspondence will be made.
19. Candidates must fill their correct and active e-mail addresses and mobile number in the online application so that any communication from the University is properly received by the candidate. Further, candidate is advised to visit website of the university on regular basis to get updates as the communications sent through email & SMS are additional facilities. The Board shall not be responsible for any lapse on the part of the candidate in this regard.
20. In case of fake/fabricated application/registration by misusing any dignitaries name/photo, such candidate/cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/IT Act.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT: -**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in 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. Without prejudice to criminal action/debarment from any further association with DPSRU 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:

1. Possession of mobile phone & accessories and other electronic gadgets within the premises of the examination Centre, whether in use or in switched-off mode.
2. Involved in malpractices.
3. Using unfair means in the examination hall.
4. Obtaining support for his /her candidature by any means.
5. Impersonate/Procuring impersonation by any person.
6. Submitting fabricated documents or documents which have been tampered with.
7. Making statements which are incorrect or false or suppressing material information.
8. Resorting to any other irregular or improper means in connection with his/her candidature for the examination
9. Misbehaving in any other manner in the examination hall with the supervisor, Invigilator or University representatives.
10. Taking away the Answer sheet (In case of online/skill test papers) with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
11. Intimidating or causing bodily harm to the staff employed by the University for the Conduct of examination.
12. Not fulfilling the eligibility conditions mentioned in the Notice.
13. 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.
14. If any candidate uses offensive/abusive/foul language/obscene picture he/she will be liable for necessary penal action under relevant Act.
15. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is false or if not found to be in conformity with eligibility criteria mentioned in the advertisement and the Candidate's employment will be terminated.

In such cases, if required, the DPSRU may also report the matter to Police/Investigating Agencies, as deemed fit and the Board may also take appropriate action to get the matter examined by the concerned authorities/forensic experts, etc.

### **DPSRU's Decision Final:**

The decision of the DPSRU in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**Disclaimer:** - The vacancy notice is based on the requisitions received from the indenting departments. The essential qualifications have been given as prescribed in the RRs of the posts. In case of any typographical error, the recruitment will be strictly as per the RRs only.

**FEES: -**

**1. For UR/EWS/OBC candidates**

	<b>Group 'C' Posts</b>	<b>Group 'B' Posts</b>
<b>Application Fees</b>	Rs. 400/- (Rupees Four Hundred Only).	Rs. 1,000/- (Rupees One Thousand Only).
<b>Processing Fees</b>	Rs. 800/- (Rupees Eight Hundred Only).	Rs.1,000/- (Rupees One Thousand Only)
<b>Total</b>	<b>Rs.1,200/-</b> <b>(Rupees One Thousand Two Hundred Only)</b>	<b>Rs.2,000/-</b> <b>(Rupees Two Thousand Only)</b>

**2. For SC/ST/PwD Candidates**

	<b>Group 'C' Posts</b>	<b>Group 'B' Posts</b>
Application Fees	NIL	NIL
Processing Fees	Rs. 800/- (Rupees Eight Hundred Only).	Rs.1,000/- (Rupees One Thousand Only)
<b>Total</b>	<b>Rs.800/-</b> <b>(Rupees Eight Hundred Only)</b>	<b>Rs.1,000/-</b> <b>(Rupees One Thousand Only)</b>

**Important Dates:**

1. Opening of On-line submission of application: **01.11.2022 at 10:00A.M.**
2. Closing of On-line submission of application: **21.11.2022 at 11:55 P.M.**

**REGISTRAR  
DPSRU**