RECRUITMENT NOTICE 2026

University of Delhi
Assistant Recruitment 2026

Non-Teaching Posts · Direct Recruitment · Post Code ND0401

Total Vacancies	Pay Level	Last Date
215	Level 4 (VII CPC)	19 Nov 2026

ADVERTISEMENT NO.
R&P/325/2026 dated 29.10.2026

ORGANISATION	POST NAME	POST CODE
University of Delhi	Assistant	ND0401

APPLICATION START	LAST DATE TO APPLY	POSTED ON
29 October 2026	19 November 2026	02 November 2026

The last date is 19.11.2026 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.

Important Links

View Advertisement

Online Application Link

Vacancy Details

POST	PAY LEVEL	UR	SC	ST	TOTAL	PWBD (HR)
Assistant (ND0401)	Level 4	164	33	18	215	01 (VI)

PwBD vacancy is a horizontal reservation within the total. Applicants of any category (UR/SC/ST/OBC/EWS) may apply for it. If it remains unfilled, one UR vacancy will be kept vacant. VI = Visual Impairment including Blindness and Low Vision.

Eligibility Criteria

Essential Qualification & Experience

- A Bachelor's Degree from any recognized Institute/University.
- Two years' experience as Junior Assistant/equivalent post in a University/Research Establishment/Central or State Govt./PSU/Autonomous Body, or an equivalent pay package in reputed private companies/corporate banks with a minimum annual turnover of Rs. 200 Crore or more.
- English typing speed of 35 wpm or Hindi typing speed of 30 wpm.
- Proficiency in computer operations.

Age Limit

- Maximum age: 32 years, determined as on the closing date of the advertisement.

Age Relaxation

- Relaxation for SC, ST, OBC (Central List), Persons with Disabilities, Ex-servicemen and other specified categories as per Central Government orders adopted by the University.
- Up to 5 years (or the completed years of service, whichever is less) for applicants with at least 3 years' regular service in the same or allied field in Government Departments, Statutory/Autonomous Bodies, Universities, affiliated/constituent colleges or PSUs. Contract or daily-wage service does not count as regular service.
- Upper age limit is not insisted upon for departmental candidates of the University/colleges.
- One-time exemption for persons already working on contract/daily wages/ad hoc basis in the University or its colleges with at least one year of service. It does not apply to project-based or outsourced-agency staff.
- SC/ST/OBC (NCL)/PwBD candidates who apply as General category are not eligible for age or cut-off relaxation.
- Age relaxation documents must be submitted again at the written examination/skill test/document verification stage.

Application Fee

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

- Applications with incomplete information or without the requisite fee will be rejected. Fees once paid are not refundable.

- Applicants who applied for the post of Assistant under Advt. No. R&P/311/2024 dt. 12.12.2024 are exempted from the application fee.

Selection Process

STAGE 1

Preliminary Test (MCQ)

For shortlisting only, with no weightage in the final assessment.

STAGE 2

Examination (Main) + Skill Test

Merit is drawn from the Main Examination. The Skill Test is qualifying in nature.

Stage 1: Preliminary Test

MODE	SYLLABUS	QUESTIONS	MARKS	DURATION
MCQ based	General Studies, Reasoning, Mathematical Ability, Functioning of Higher Educational Institutions	100	200	2 hrs 30 min

Stage 2: Examination (Main)

MODE	SYLLABUS	MARKS	DURATION
Descriptive	Educational Administration and Management; Functional aspects of Rules and their application in Higher Educational Institutions	200	2 hours

Stage 2: Skill Test (Qualifying)

SKILLS TESTED	MARKS	QUALIFYING MARKS
Manual of Office Procedures, Noting and Drafting, Computer Operations, English	100	50 marks

SKILLS TESTED	MARKS	QUALIFYING MARKS
typing 35 wpm OR Hindi typing 30 wpm		

An extra 20 minutes per hour is given to Visually Impaired, Cerebral Palsy or similarly placed PwBD candidates in the Preliminary Test and Main Examination.

Syllabus

Preliminary Test (MCQ)

SECTION	QUESTIONS	TOPICS
General Studies	20	General Science, current events (national & international), History of India, Indian National Movement, Constitution, Polity, Economy, Geography
Reasoning	20	Reasoning, analytical ability, decision making, data analysis and interpretation
General Mathematical Ability	20	Mathematical calculations, statistical analysis, commercial mathematics (Secondary and Higher Secondary level)
Administration of Higher Educational Institutions	40	Rules and policies of higher educational institutions in India, nodal agencies, financial and administrative functioning, Act, Statutes and Ordinances of the University of Delhi

Examination (Main)

- Educational Administration and Management: Higher education system in India, regulatory bodies and recent developments, financial administration including budget formulation and execution, application of ICT in the University system.
- Functional aspects of Rules: Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GeM, Pension and Grievance handling.

Exam Rules & Shortlisting

- Question papers are bilingual (English and Hindi). The same medium must be used throughout.
- All Preliminary Test questions are compulsory. Each carries 2 marks, with negative marking of 0.5 mark per wrong answer.
- Preliminary cut-off is 50% of the average score of the top 5% of candidates (average of the top 2 candidates if the top 5% is fewer than 2). Relaxation of 5% marks for SC/ST and 10% for PwBD.
- Shortlisting for the Main Examination: 30 applications for one post, plus 15 for each additional post. Candidates tied at the cut-off are also shortlisted.
- Final assessment is based on the Main Examination and Skill Test. Merit is drawn only for candidates who appear in both.
- Contract/ad hoc/temporary employees of the University and its colleges (as on 25.03.2021) get 1 mark per year of service, up to a maximum of 10 marks, in the Preliminary Test and again in the final merit list.

Important Instructions

- Qualification and experience are counted as on the closing date of application.

- OBC (NCL) certificates issued on or after 01.04.2026 are valid, in the DoPT format and digitally verifiable, with the sub-caste matching the Central List.
- EWS candidates need a valid Income and Assets certificate issued not earlier than 01.04.2026 and on or before the last date of application.
- PwBD benefit requires a disability of at least 40% and a valid disability certificate uploaded with the application.
- Those employed with State/Central Govt./PSU must submit a No Objection Certificate (NOC) at document verification.
- Applications and candidature are provisional. False or suppressed information leads to cancellation at any stage.
- Canvassing in any form is a disqualification. No TA/DA is paid for the written test or skill test.
- All correspondence is sent only to the e-mail address given in the application form.
- The number, category and mode of posts may change, and the University may choose not to fill some or all posts.
- Any addendum or corrigendum will be posted only on the University website (www.du.ac.in, under “Work with DU” → “Advertisement - Departments”).
- Apply early to avoid last-minute rush. For technical issues, write to non_teaching_rec@admin.du.ac.in.

Apply Online

View Advertisement

Online Application Link

Please read the official advertisement carefully before applying.

Source: LinkingSky