


INFORMATION BULLETIN 2023

**ONE YEAR CERTIFICATE COURSE
MODERN OFFICE MANAGEMENT &
SECRETARIAL PRACTICE
(HINDI/ ENGLISH)**

Delhi Skill and Entrepreneurship University



DSEU
Crafting Excellence



Message from the Vice-Chancellor

Congratulations and a warm, enthusiastic welcome to the dynamic community of Delhi Skill and Entrepreneurship University (DSEU)!

It is with immense pleasure that I extend my heartfelt greetings to both our new and returning students. As the gates of DSEU swing open to usher you into our halls of knowledge, innovation, and growth, I am filled with excitement for the journey that lies ahead.

Here at DSEU, our unwavering commitment is to provide an exceptional, learner-centric skill education that aligns seamlessly with the demands of our rapidly evolving world. Our foremost aim is to equip each and every student with not only the tools, knowledge, and skills necessary for personal and professional advancement but also the confidence to take on the challenges of the modern era.

The meticulously designed curriculum across various academic programs at DSEU is strategically crafted to ignite your potential, transforming you into catalysts for economic and social change. We pride ourselves on fostering an environment where creativity, innovation, and entrepreneurship flourish, enabling you to embark on a journey of self-discovery and transformation.

Our esteemed faculty, dedicated staff, invaluable partners, and collaborative allies are constantly pioneering ground breaking initiatives that redefine what's possible. As you immerse yourself in the vibrant campus life at DSEU, you'll find a plethora of avenues to showcase your unique talents, refine your abilities, form meaningful connections, and collaborate closely within small, tightly-knit teams. These interactions will not only facilitate your personal growth but also nurture enduring relationships with our distinguished faculty and staff, setting you on a trajectory of lifelong learning.

DSEU presents you with an array of opportunities and benefits that are tailored to support your aspirations, both within and beyond the academic realm. I am confident that your journey with us will be richly rewarding, filled with moments of deep engagement and personal growth. I encourage you to explore every corner of our campuses, extract every ounce of knowledge, and embrace the full spectrum of experiences that DSEU has to offer.

With great anticipation, I look forward to witnessing your journey unfold, and I hope that you share my enthusiasm for an academic year brimming with novel experiences, endless possibilities, and remarkable growth.

As we forge ahead, aiming to conquer the challenges and seize the opportunities that the landscape of skill education presents, our commitment to fostering a resilient community and empowering our students and faculty remains unswerving. We are steadfast in our pursuit of investments that nurture passion, drive innovation, and solidify our University's standing as a beacon of excellence.

With my utmost and heartfelt best wishes,

Dr. Ashok Kumar Nagawat
Vice-Chancellor

दिल्ली सरकार
दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

About Delhi Skill and Entrepreneurship University

The Delhi Skill and Entrepreneurship University (DSEU) has been established through an act of the Legislative Assembly of the National Capital Territory of Delhi, namely the “Delhi Skill and Entrepreneurship University Act, 2019” (Delhi Act 04 of 2020) to provide quality education in applied sciences and skill education. The University aims to equip students with world-class skill education to enable access to aspirational jobs and inculcate an entrepreneurial mind set and entrepreneurship. DSEU creates a win-win for the youth and industry by filling the existing gaps in skill training.

Building on the education philosophy of thinkers, such as Mahatma Gandhi and Vinoba Bhave, DSEU aims to integrate the use of the hand, head and heart for balanced living and engagement in lifelong learning. The focus is on teaching both self-reliance for lifelong independence and the wisdom toward nurturing and valuing interdependence.

The University wishes to change the existing paradigm of skilling, making skill acquisition aspirational and providing opportunities to all for skilling, up-skilling and reskilling. Besides, DSEU will support and nurture entrepreneurs and provide quality mentorship to steer the entrepreneurial journeys of those interested, by providing incubation and hand-holding.

The University started with its inaugural Academic Year in 2021 and launched 15 Diploma programs, 18 Undergraduate programs (11 Flagship programs, BCA and 6 B.Tech. programs) and 2 Postgraduate programs across 13 campuses in Delhi. In the second academic cycle (2022-23), admissions for 15 Full-time Diploma programs, 2 Part-time Diploma programs, 15 UG programs, and 4 B.Tech. programs, 4 M.Tech. Programs, MCA and 4 Ph. D programs were conducted. In the third academic year i.e., 2023, the University is launching admission across 21 Campuses in Delhi in 17 Full-time Diploma programs, 12 Lateral Entry to Diploma Programs, Advanced Diploma in Automotive Mechatronics, 20 UG programs, 4 B.Tech. programs, 4 Lateral Entry to B. Tech programs, 4 M.Tech. programs, MCA, M.Sc. (Medical Laboratory Sciences), 4 PhD and various other Short Term Certificate programs.

The University's focus is on offering programs in close collaboration with industry partners, which gives our students an edge in a better understanding of the skills required by the industry. Students undertake live projects, regularly interact with domain-specific experts, and take up on-the-job training in organisations during their program work, simultaneously integrating the theory learned in the classroom with actual work experience. It is this model of “learning by doing” which becomes a win-win situation for all stakeholders involved. Further, we have a dedicated team for External Relations and Placements & Partnerships which have created a transparent and robust ecosystem helping recruiters and students make informed decisions.

Vision, Mission and Key Principles

Vision

- To set the standards for skilling and entrepreneurship education.
- To lead the students at DSEU to experience personal transformation, who in turn become agents of bringing changes in the community.
- To become a leading partner in the sustainable growth of the industry and the country.

Mission

- To accord dignity to all skills by emphasizing its teaching and learning.
- To inculcate an entrepreneurial mind set for sustainable growth of the planet, the country, the society, the industry and the individual.
- To work in partnership with the industry to nurture talent which is honed to be ready-to-work on the day of graduation.

Key Principles

Delhi Skill and Entrepreneurship University has defined some key principles which are embedded in all its programs to help in the holistic development of all students:

- Develop market-linked programs by customizing them to specific job roles.
- Multiple entry/exit options and offer integrated career pathways.
- Design inclusive programs.
- Ensure holistic development by deeply integrating employability/life skills in the curriculum.
- Leverage technology.
- Equip students with an entrepreneurial mind-set.

DSEU

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1. Introduction to the Certificate Course in

Modern Office Management & Secretarial Practice (Hindi/English)

The program is designed after comprehensive discussion and analytical discussion with experts from corporate sector with the following objectives:

- To acquaint the students with the office system and procedures followed in various organizations such as Government Departments, Public Undertakings, Private Sectors etc.
- To provide adequate knowledge and train students in the areas of stenography, handling of office equipment like computer applications, photocopier, paper shredder, handling of inward and outward correspondence, rules and procedures for management of office records etc.
- To develop personality traits, behavioural skills and work habits appropriate to the requirements of the job in order to build up rising career in office management.

NOTE: The course is being offered in Hindi and as well as English medium.

2. PLACEMENT

Both Bhai Parmanand DSEU and Meerabai DSEU have a well-established Training and Placement Cell, which is headed by Training and Placement Officer. The Training and Placement Officer co-ordinates with the various Industries and arrange for campus interviews for all the branches. Delhi Skill and Entrepreneurship University also organizes Job Fair every year. The outcome of the Certificate Course has opening in the following fields:

- Junior Assistant/Office Executive/Personal Assistant
- Stenographer
- Professional Secretary/Executive Secretary
- Front Office Executive
- Supervisor (Non-Technical)
- Computer Operator
- Self-Employment – job work, opening of computer centres etc.

3. DSEU Campuses for the Certificate Course in Modern Office

Management & Secretarial Practice (Hindi/English)

S. No	Campus	Course	Duration	Intake
1	Bhai Parmanand DSEU Shakarpur Campus- II <i>Formerly known as Bhai Parmanand Institute of Business Studies</i> Shakarpur (Opp. Madhuban), Delhi - 110092 Email ID: director-BPIBS@dseu.ac.in	Certificate Course in Modern Office Management & Secretarial Practice (Hindi)	One Year	60
2	Meerabai DSEU Maharani Bagh Campus* <i>(for Women only)</i> <i>Formerly known as Meerabai Institute of Technology</i> Eastern Avenue Road, Maharani Bagh, New Delhi 110065 Email ID: director-MBIT@dseu.ac.in	Certificate Course in Modern Office Management & Secretarial Practice (English)	One Year	60

* DSEU Maharani Bagh Campus offers programs to only women.

For more information on STC programs, candidates may refer to DSEU website www.dseu.ac.in.

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4. Eligibility Conditions and Criteria of Merit for Admission

S. No	Program Level	Programs offered	Eligibility for the Program	Criteria for Merit
1	Certificate (One Year)	Modern Office Management and Secretarial Practice (Hindi)	The candidate should have passed Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education (CBSE), Delhi in any stream of 10+2 or any other examination recognized equivalent to the Senior Secondary School Certificate with minimum of 35% marks in aggregate of the best four subjects which must include Hindi / Sanskrit. The candidate should have obtained pass marks in Hindi/Sanskrit.	<ol style="list-style-type: none"> Admission will be based on Merit List prepared on the basis of marks secured in the qualifying examination in aggregate of the best four subjects in the qualifying examination which must include Hindi/Sanskrit. In case of Tie, order of priority in Merit List will be: <ol style="list-style-type: none"> Candidate securing more marks in Hindi / Sanskrit in qualifying exam shall rank higher. After that date of birth shall be considered i.e. the candidate older in age shall rank higher.

2	Certificate (One Year)	Modern Office Management and Secretarial Practice (English)	The candidate should have passed Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education (CBSE), Delhi in any stream of 10+2 or any other examination recognized equivalent to the Senior Secondary School Certificate with minimum of 35% marks in aggregate of the best four subjects including English. The candidate should have obtained pass marks in English.	<ol style="list-style-type: none"> 1. Admission will be based on Merit List prepared on the basis of marks secured in the qualifying examination in aggregate of the best four subjects in the qualifying examination which must include English. 2. In case of Tie, order of priority in Merit List will be: <ol style="list-style-type: none"> (a) Candidate securing more marks in English in qualifying exam shall rank higher. (b) After that date of birth shall be considered i.e. the candidate older in age shall rank higher.
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DSEU

5. Seat Allocation

The batch size/intake capacity is 60 students in **Modern Office Management and Secretarial Practice (Hindi)** and 60 students in **Modern Office Management and Secretarial Practice (English)**.

85% of seats in all the DSEU campuses and Programs are earmarked for resident Indian Nationals belonging to the Delhi region (as specified below).

15% seats are earmarked for resident Indian Nationals belonging to the Outside Delhi region.

a. **Delhi Region Candidates (85% of seats) (D)**

A candidate passing the qualifying examination from a recognized School / College / Institute located within the National Capital Territory (NCT) of Delhi will be considered for Delhi Region only.

b. **Outside Delhi Region Candidates (15% of seats) (OD)**

A candidate passing the qualifying examination from a recognized School / College / Institute located outside the National Capital Territory of Delhi will be considered for Outside Delhi Region only.

c. **Region for NIOS/ Patrachar / Correspondence students**

National Institute of Open Schooling

The criteria for deciding the Region of the NIOS candidate seeking admission in Various Undergraduate programmes, who have passed/appeared in the qualifying examination through National Institute of Open Schooling, will be the location of the study centre (school).

A candidate passing the qualifying examination from a study centre of NIOS located within the National Capital Territory (NCT) of Delhi will be considered for Delhi Region only.

A candidate passing the qualifying examination from a study centre of NIOS located outside the National Capital Territory (NCT) of Delhi will be considered for Outside Delhi Region only.

The candidates shall have to produce proof of study centre (with address of study centre) for claim of the region.

Patrachar/Correspondence

The candidates who have passed their qualifying exam through Patrachar/Correspondence shall have to produce proof of examination centre with address/ proof of residential address for claim of the Region (Delhi Region for Examination Centre/ Residential address located in Delhi and Outside Delhi for Examination Centre/ Residential Address Located outside Delhi).

6. Reservations

6.1 Scheduled Caste (SC)

15% seats of the total sanctioned intake from each region within Delhi and outside Delhi region in each program/program of each campus for fresh admission are reserved for candidates belonging to the Scheduled Caste.

Note:

- In case the candidate is an SC category candidate from the Delhi region, the SC Certificate must be issued by the Competent authority in Delhi and the Caste Mentioned in the Certificate Must be the one from the list of Castes as per the **DELHI SC list**.
- The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. **The certificate in the name of either of the parents (Mother/Father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.**

6.2 Scheduled Tribe (ST)

7.5% seats of the total sanctioned intake from each region within Delhi and outside Delhi region in each program/program of each campus for fresh admission are reserved for candidates belonging to the Scheduled Tribe.

Note:

- The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. **The certificate in the name of either of the parents (Mother/Father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.**

6.3 Other Backward Class - Non-Creamy Layer (OBC-NCL)

27% of the total seats are reserved for Other Backward Classes- Non-Creamy Layer (OBC-NCL) candidates. 27% seats of the total sanctioned intake from each region within Delhi and outside Delhi region in each program/program of each Campus of DSEU for fresh admission are reserved for OBC candidates belonging to the NON-CREAMY LAYER.

Note:

- Reservation category certificate of the candidate claiming reservation under **Delhi** category seats should be from the competent authority of Delhi jurisdiction.
- Certificates of candidates claiming reservation against seats allocated for outside Delhi candidates will have to furnish the certificate from the competent authority to establish their eligibility for reservation under the concerned reservation category.

- For availing reservation under the OBC-NCL category candidate is required to bring OBC certificate from competent authority clearly indicating that he/she belongs to the non – creamy layer Statement of Family Income for the previous year from all sources should also be mentioned in the certificate. **The OBC (Non-Creamy Layer) certificate should be valid as on 01-08-2023 and issued from the competent authority.**
- **If the OBC-NCL certificate is not valid as on 01-08-2023, then it should be accompanied with valid family income certificate valid as on 01-08-2023 issued from the competent authority.**
- The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. **The certificate in the name of either of the parents (Mother/Father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.**
- In case the candidate belongs to OBC and has passed the qualifying exam from Delhi Region, then the OBC NCL Certificate must be issued by the Competent Authority in Delhi and the Caste Mentioned in the Certificate must be the one from the list of Castes as per the **DELHI OBC list.**

6.4 Economically Weaker Section (EWS)

10% of sanctioned intake under the EWS Scheme of MHRD/ AICTE, for candidates with family income up to Rs. 8 Lakh per annum and assets as per the Family Income and Asset Certificate. The candidate should produce a **Valid Family Income & Asset certificate** issued by the competent authority and should be valid as on 01-08-2023.

6.5 Defence Personnel (DP)

In reference to letter no. DHE6(32)/Court Case/2012-13/2067-2077 dated 08.05.2019 on the reservation in respect of wards of Paramilitary Force/Police Personnel with direction to follow same Reservation Policy as mentioned in year 2018-19 in the forthcoming sessions in admission to the wards of Paramilitary Force/Police Personnel. The reservation preference policy in respect of wards of Armed forces shall be as per the letter no. F. No 6(1)2017/D (Res.II) Govt of India, Ministry of Defence, Department of Ex-Servicemen Welfare dated 21.05.2018 circulated vide this Directorate of Higher Education letter no. F.No. DHE6(32)/Court Case/2012-13/3333-39 dated 06.07.2018.

Priority I: Widows/Wards of Defence personnel/Para Military Personnel killed in action. Required Certificate: Proof in Original.

Priority II: Wards of Defence Personnel and ex-servicemen/Para Military personnel disable in action and boarded out from service with disability attributed to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.

Priority III: Widows/Wards of Defence personnel/Para Military personnel who died in peace time with death attributable to military service. Required Certificate: Proof in Original.

Priority IV: Wards of Defence personnel/Para Military personnel disabled in service and boarded out from service with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.

Priority V: Wards of serving Defence personnel and Ex-Servicemen /para military/police personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original.

- a. ParamVir Chakra
- b. Ashok Chakra
- c. MahaVir Chakra
- d. Kirti Chakra
- e. Vir Chakra
- f. Shaurya Chakra
- g. Sena, Nau Sena, Vayu Sena Medal
- h. Mention in Despatches
- i. President's Police Medal for Gallantry
- j. Police Medal for Gallantry

As per letter no. 371/Adm/Medical Seats/Vol.I dated 02.07.2020 of Govt. of India, Ministry of Defence, Kendriya Sainik Board, West Block 4, Wing-7, R K Puram, New Delhi 110066, the precedence of Gallantry Awards as per Priority V.

Priority VI: Wards of Ex-Servicemen. Required Certificate: Original ex-servicemen Identity Card/ discharge book supported by PPO (Pension Payment Order).

Priority VII: Wives of:

- i. Defence personnel disabled in action and boarded out from service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.
- ii. Defence personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.
- iii. Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the Gallantry Awards specified in Priority V shall be considered.

Priority VIII: Wards of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

Priority IX: Wives of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the armed forces is to be produced as proof for claiming reservation in a particular category at the time of counselling for admission.

In addition to original entitlement card/ document as referred above, the candidate will also have to bring the relevant format as per Annexure duly completed in original and signed by the competent authority which will become part of the Admission file.

The policy of the University in regard to defence category, in effect at the time of notification of the counselling detailed schedule, shall be used for admission.

Note:

- Sena/ Nau Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under: -
 - i. Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
 - ii. Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service. However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.

Required Certificates: Proof in Original: Candidates seeking admission under the Defence Personnel quota, along with documentary proof like Original ID-Card of Ex-Servicemen/Dependent ID-Card/Discharge Book, etc. in support of their claim, will have to get their candidature certified by any of the following authorities in the prescribed proforma given at Annexure (The document must be issued specifically for the admissions to the DSEU Programs): -

- a. Secretary, Kendriya Sainik Board, Delhi
- b. Secretary, Rajya/Zila Sainik Board
- c. Officer-in-Charge, Record Office of concerned service for serving personnel

6.6 Persons with Disabilities (PwD)

5% of the total seats in each category are reserved for candidates belonging to the "Persons with Disabilities" sub-category in accordance with the provisions of 'The Rights of Persons with Disabilities Act 2016' (PWD ACT). All the candidates who furnish a PwD certificate from any Government Hospital located in Delhi or Outside Delhi under the provisions of 'The Rights of Persons with Disabilities Act 2016', shall be

eligible for claiming reservation on Delhi and outside Delhi seats (based on the location of their qualifying exam).

For admission to a seat reserved for the persons with Disabilities (PwD) sub-category, the candidate must produce the following certificates in original at the time of document verification for PwD candidates:

- a. A certificate of physical disability issued by the Competent Authority as per the provision of the Persons with Disabilities Act 2016 in the prescribed format as given under the Act.
- b. The Candidate with benchmark disabilities shall produce the medical certificate issued by the Govt. Hospitals duly notified by the Govt. of NCT of Delhi/Other State governments and further duly verified by the Chief Medical Officer of the concerned Government Hospital.
- c. All the candidates seeking admission under the Person with Disabilities (PwD) quota are required to bring a certificate from Vocational Rehabilitation Centre (VRC) for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-92, and for Dyslexia a certificate from Institute of Human Behavior and Allied Sciences (IHBAS), Tahirpur Road, Dilshad Garden, Delhi-110095, only as to whether he/she is fit for undergoing the program applied for. No other certificate in this regard shall be entertained. Non-submission of certificate or admission on the basis of the wrong choice filling other than as mentioned in their PwD certificate will lead to cancellation of admission”.

6.7 Certificates required for claiming the Category Reservation

- a. For admission to a seat reserved for Scheduled Castes/ Scheduled Tribes/ OBC-NCL, the candidate should produce a certificate in original at the time of admission/ counselling from the approved district authority, indicating the Scheduled Caste/ Tribe/OBC, to which the candidate belongs.
- b. All reservations relating to SC/ST/OBC/DP/PWD, etc. shall be applicable for Delhi and Outside Delhi students separately with respect to each program on each campus.
- c. Reservation category certificate of candidate claiming reservation under Delhi category seats will be from the competent authority of Delhi jurisdiction. Certificate of candidates claiming reservation against seats allocated for outside Delhi, candidates will have to furnish the certificate from the competent authority to establish their eligibility for reservation under the concerned reservation category. (Applicable in case of SC/ST/OBC Category). In case of DP & EWS category, the certificate issued by the Competent Authority from anywhere in India may be considered.

- d. A list of approved authorities (For SC/ST/OBC/EWS Category) is given below:
- i. District Magistrate/Additional District Magistrate/Deputy Commissioner/ Collector/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Assistant Commissioner.
 - ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii. Revenue Officer not below the rank of Tehsildar.
 - iv. Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep & Minicoy Island).
- e. The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. **The certificate in the name of either of the parents (Mother/Father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.**
- f. **Candidates claiming OBC-NCL reservation under Delhi region will be admitted under this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi.** The Certificate issued by Govt. of India or any state government will not be accepted under any circumstances. A certificate issued by a competent authority of Delhi to an individual on the basis of the Caste Certificate of his/her parents from another state will be accepted for claiming a seat under OBC-NCL Category **IF AND ONLY IF the caste is in the list of notified OBC list by the Govt. of NCT of Delhi.**
- g. Any mismatch in any form including an error in spelling the name of the caste mentioned in the OBC/SC caste certificate to that mentioned in the OBC/SC Delhi list (available on the DSEU website) will not be considered as equivalent caste by DSEU Delhi.
- h. For availing reservation under the OBC-NCL/SC category in Delhi State, only **Delhi OBC/SC list** shall be considered.
- i. Candidate passing the qualifying examination from institutes located in Delhi and having an OBC/SC/ST certificate from Outside Delhi shall be considered as Delhi General Candidates.
- j. The creamy layer amongst OBCs has been excluded from the benefit of reservation from the OBC category.
- k. For availing reservation under the OBC category candidate is required to bring OBC-NCL certificate from competent authority clearly indicating that he/she belongs to the non - creamy layer. Statement of Family Income for the previous

year from all sources should also be mentioned in the certificate. The OBC (Non-Creamy Layer) certificate should be valid on 01.08.2023.

- l. If the OBC-NCL certificate is not valid as on 01-08-2023, then it should be accompanied with valid family income certificate valid as on 01-08-2023 issued from the competent authority.
- m. Central certificate or any certificate issued stating applicability for the job will not be considered valid for admission.



7. Seat Matrix

S. No	Program	Campus	Total Seats (including EWS and supernumerary seats except KM)	Delhi Seats	Outside Delhi Seats
1	Certificate Course in Modern Office Management & Secretarial Practice (Hindi)	Bhai Parmanand DSEU Shakarpur Campus-II	75	64	11
2	Certificate Course in Modern Office Management & Secretarial Practice (English)	Meerabai DSEU Maharani Bagh Campus	75	64	11

8. MODE OF ADMISSION

8.1 Certificate Course in Modern Office Management & Secretarial Practice (Hindi)

Admission will be based on Merit List prepared on the basis of marks secured in the qualifying examination in aggregate of the best four subjects including Hindi/Sanskrit for Certificate Course in Modern Office Management & Secretarial Practice (Hindi).

8.2 Certificate Course in Modern Office Management & Secretarial Practice (English)

For Certificate Course in Modern Office Management & Secretarial Practice (English), admission will be based on Merit List prepared on the basis of marks secured in the qualifying examination in aggregate of the best four subjects including English.

9. Fee (for students being admitted w.e.f. AY 2023-24)

S. No.	Program	First Year INR	
		SC/ ST/ PWD (Rs.)	All Other Categories (Rs.)
1	Certificate Course in Modern Office Management & Secretarial Practice (Hindi).	8000 (Tuition Fee) + 1000 (Non Govt. Fund) + 2000 (Security)	9000 (Tuition Fee) + 1000 (Non Govt. Fund) + 2000 (Security)
2	Certificate Course in Modern Office Management & Secretarial Practice (English).	8000 (Tuition Fee) + 1000 (Non Govt. Fund) + 2000 (Security)	9000 (Tuition Fee) + 1000 (Non Govt. Fund) + 2000 (Security)

Note: Registration Fee of Rs. 200/- online to be paid while submitting completed online application.

10. Procedure for Submitting Application Form

a) Information Bulletin

The information bulletin of Certificate Course in Modern Office Management & Secretarial Practice (Hindi/English) can be downloaded from the website - <http://www.dseu.ac.in>.

b) Application Form

Application form may be downloaded from the link: dseu.ac.in free of cost.

Last Date for submission of online completed application is September 20, 2023 (tentative).

11. Documents to be attached during Submission of Application Form

- a. Certificate of the qualifying examination, i.e. Class XII or equivalent examination.
- b. Mark sheet of the qualifying examination, i.e. Class XII or equivalent examination.
- c. Certificate of High School or equivalent examination (i.e. Class X) as proof of Date of Birth.
- d. Reserved category/Sub-category certificates as mentioned in application form.
- e. Any other relevant document.

12. One Time Registration-cum-Counselling Fee

The One-Time Registration and Counselling fee of Rs. 200/-is **NON REFUNDABLE** and is to be paid online along with application form.

13. Declaration of Merit List

- (a) The Merit List will be prepared on the basis of Selection Criteria as mentioned above and the rank will be available on the DSEU website.
- (b) The candidate is advised to check the DSEU website regularly for updates.
- (c) No separate communication will be sent to the candidate.

14. Fee Payment of Seat Confirmation

A candidate, who is allotted a seat in a particular round, in any of the short term program/campus of DSEU, is required to pay the complete amount of admission fee i.e., Seat confirmation Fee as given in Section 9 as per the specified schedule through **ONLINE FEE PAYMENT GATEWAY** only of DSEU Delhi 2023 for confirmation of seat and it will not be accepted in the form of Demand Draft/Cheque/Cash under any circumstances

Merely payment of seat confirmation fee does not guarantee the seat. It is subject to successful verification of eligibility and documents claimed by the candidate.

Candidates are required to KEEP THE RECEIPT OF THE FEE PAYMENT for future use.

15. Cancellation of Allotted Seat

If the candidate is allotted a seat in a particular round and he/she does not pay/ fails to pay the required admission fee as per the counselling schedule, his/her allotted seat shall be cancelled and he/she will not be considered for any seat allotment in subsequent rounds up to Spot Round (if any).

16. Document Verification

After the candidate submits his/her seat confirmation fee, the documents already provided by the candidates will be thoroughly verified by the Verification officers of DSEU.

The detailed procedure regarding document verification Offline will be notified on DSEU portal.

16.1 Failure of document verification for reserved category

1. In case the document verification fails for any of the documents submitted by the candidate at the time of registration, his/her currently allotted seat will stand cancelled. In case of the wrong/false information or documents provided by the candidate, the candidate will not be able to do the counselling in the next rounds.
2. In case the document verification fails due to wrongly provided marks or there is a discrepancy in the marks in the documents uploaded and the marks entered in the form, the marks will be updated and the fresh merit rank may be generated for subsequent rounds of counselling.
3. In case the document verification fails for either the wrong/invalid category certificate, the candidate will be converted to the General category and will be considered a General category candidate in the subsequent round of counselling. In such a case, no communication will be entertained from the candidate.

16.2 Important points for Candidate seeking reservation

- a. It is the sole responsibility of the candidate to prove his/her eligibility for claiming a reservation under any of the reserved categories. The candidates under SC/ST/OBC/EWS categories and PwD/DP/KM subcategories will be required to produce the certificate(s) of the respective reserved category/sub-category issued by the competent authority at the time of document verification.
- b. If the certificate for the reserved category candidate is not found to be in order, no benefit of the reservation will be given and the candidate shall be

considered for allotment in the GENERAL category in subsequent rounds, as per the eligibility of the candidate and availability of seats. If such a candidate is able to produce his/her category certificates in further rounds, he/she will be considered for that category and will be allotted a fresh seat as per his/her merit and the vacancies available in the subsequent rounds only.

- c. Candidates belonging to OBC Category must upload the Latest Non-Creamy Layer Certificate which should be valid as on 01-08-2023 issued from the competent authority. In case the candidate has applied for the certificate and only has details of application, but no caste certificate. Such Candidates will strictly be considered as General Category Candidates.
- d. In case the candidate belongs to OBC and has passed the qualifying exam from Delhi Region, then the OBC NCL Certificate must be issued by the Competent Authority in Delhi only and the Caste Mentioned in the Certificate must be the one from the list of Castes as per the **DELHI OBC list**.
- e. The OBC candidates belonging to the Outside Delhi region must produce the OBC NCL Certificate valid as on 01-08-2023 issued by the Competent Authority from anywhere in India.
- f. In case the candidate is an SC category candidate from the Delhi region, the SC Certificate must be issued by the competent authority in Delhi and the Caste mentioned in the Certificate must be the one from the list of Castes as per the **DELHI SC list**.
- g. In case of EWS Candidates, Only FAMILY INCOME AND ASSET CERTIFICATE which is valid as on 01-08-2023 will be considered.
- h. All the candidates seeking admission under the Person with Disabilities (PWD) quota are required to bring a certificate from Vocational Rehabilitation Centre (VRC) for Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi-92, and for Dyslexia a certificate from Institute of Human Behavior and Allied Sciences (IHBAS), Tahirpur Road, Dilshad Garden, Delhi-110095, only as to whether he/she is fit for undergoing the program applied for. No other certificate in this regard shall be entertained. Non-submission of certificate or admission on the basis of the wrong choice filling other than as mentioned in their PWD certificate will lead to cancellation of admission.

17. Reporting at the Allotted Campus and Submission of Documents

All the admitted candidates will be required to report to the allotted campus along with all the necessary documents failing which the admission will stand cancelled.

The documents required at the time of reporting at the admitted campus are:

- a. Copy of Class X Certificate (for date of birth) along with Original for verification.
- b. Copy of Class XII Mark sheet & Certificate along with Original for verification (As applicable).
- c. Copy of Diploma/Degree Mark sheets and Certificate along with Original for verification (if applicable).
- d. Copy of Caste Certificate (SC/ST/OBC/PwD/DP/EWS) along with Original for verification (if applicable).
- e. Medical Certificate in Original (in prescribed format as given in Annexure-I).
- f. Certificate for availing admission against person with disabilities quota, if applicable (Annexure-II: A & B)
- g. Certificate for availing admission against Defence quote, Office of the Zila/Rajya Sainik Board, if applicable (Annexure-III)
- h. Undertaking/ Affidavit for Anti Ragging in Original (in prescribed format as given in Annexure - IV).
- i. Income & Asset Certificate to be produced by Economically Weaker Sections, if applicable (Annexure - V)
- j. Two passport-sized photographs.
- k. Copy of Aadhar Card.

18. Seat Conversion Rules

Rule 1

If the complete list of registered EWS, Delhi candidates exhaust, then the remaining vacant seats under this category will be filled from the list of GN, Delhi category candidates.

Rule 2

If the complete list of registered EWS, Outside Delhi candidates, exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category candidates.

Rule 3

If the complete list of registered OBC, Delhi candidates exhaust, then the remaining vacant seats under this category will be filled from the list of GN, Delhi category candidates.

Rule 4

If the complete list of registered OBC, Outside Delhi candidates, exhausts, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category candidates.

Rule 5

If the complete list of registered GN, Delhi candidates exhaust, then the remaining vacant seats under this category will be filled from the list of GN, Outside Delhi category or vice versa.

19. Conduct of Classes

All classes and examinations will be held offline unless there are extraordinary circumstances.



ANNEXURE - I**Form of Medical Certificate**

(To be signed by a registered medical practitioner holding a Medical Degree)

(TO BE SUBMITTED AT THE TIME OF ADMISSION BY ALL CANDIDATES)

I certify that I have carefully examined Mr./Ms. _____ Son/Daughter of Shri/Smt. _____ whose signature is given below. Based on the examination, I certify that he/she is in good mental and physical health and is free from any physical defects which may interfere with his/her studies including the active outdoor duties required of a professional.

From the candidate records we know the candidate has undergone treatment/is undergoing treatment for:

1. Name of ailment (s) (physical/mental) _____
2. Treatment _____ (completed or continuing)
3. Treating Doctor _____

In case of emergency or need, please get in touch with _____

Marks of Identification _____

Signature of the Candidate _____

Place:

Date:

*Please, note that this information will be kept confidential and will not in any way be used for making selection decisions

Name & signature of the Medical Officer with
seal and registration number

* *Strike whichever is not applicable.*

Annexure - II**Certificate for Person with Disability (PwD)****For Availing Admission against Person with Disabilities Quota**

(To be issued by Medical Board from Government Hospital)

Name of the candidate: Mr./Ms.* _____

Father's Name: _____

Permanent Address : _____

Percentage loss of earning capacity (in words): _____

Whether the candidate is otherwise able to carry on the studies and perform the duties of an engineer/architect satisfactorily: _____

Name of the disease causing handicap: _____

Whether handicap is temporary or permanent: _____

Whether handicap is progressive or non-progressive: _____

The candidate is FIT / UNFIT to pursue Diploma/ Undergraduate/Postgraduate (program name)

_____.

(*Strike out whichever is not applicable)

Doctor

Doctor

Chief Medical Officer

Date:

Seal of Office

NOTE:

The medical board must have three members.

1. Candidates having temporary or progressive handicap will not be considered against these seats.

Annexure – II(A)**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No: _____

Date: _____

This is to certify that I have carefully examined
Shri/Smt. _____ son/wife/daughter of
Shri/Smt. _____ Date of Birth
(DD/MM/YY) _____ Age _____ years, Male/Female _____
Registration No. _____

Permanent resident of:

House No.- _____ Ward/Village/ Street _____

Post Office _____ District _____

State _____

Whose photograph is affixed above, and I am satisfied that:

1. He/ She is a case of:

- Locomotor Disability
- Blindness

(Please tick as applicable)

2. The diagnosis in his/her case is _____

3. He/she has _____ % (in figure) _____
percent (in words) permanent physical impairment/blindness in relation to his/her
_____ (part of body) as per guidelines (to be specified).

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of
Authorised Signatory of notified Medical Authority)

Annexure – II(B)**Disability Certificate**

(In cases of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No: _____

Date: _____

This is to certify that I have carefully examined
 Shri/Smt. _____ son/wife/daughter of
 Shri/Smt. _____ Date of Birth
 (DD/MM/YY) _____ Age _____ years, Male/Female _____
 Registration No. _____

Permanent resident of:

House No.- _____ Ward/Village/ Street _____

Post Office _____ District _____

State _____

whose photograph is affixed above, and are satisfied that:

1. He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical
				impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

@- e.g. Left/ Right/ Both arms/ legs**# - e.g. Single eye/ Both eyes****£ - e.g. Left/ Right/ Both eyes****contd.**

2. In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

- a. In figures: _____ percent

- b. In words: _____ percent
3. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
4. Reassessment of disability is:
- a. Not necessary
- b. Is recommended/after _____ years _____ months, and, therefore, this certificate shall be valid till (DD/MM/YY) _____.
5. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature and seal of the Medical Authority:

Name and Seal of Member Name of Seal of Member Name and Seal of Chairperson

6. In words: _____ percent
7. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
8. Reassessment of disability is:
- a. Not necessary
- b. Is recommended/after _____ years _____ months, and, therefore, this certificate shall be valid till (DD/MM/YY) _____.
9. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature and seal of the Medical Authority:

Name and Seal of Member Name of Seal of Member Name and Seal of Chairperson

ANNEXURE - III

Certificate for Defence Quota

**For Availing Admission Against Defence Quota Issued by The Secretary
Kendriya Sainik Board, Delhi Or Secretary, Zila/Rajya Sainik Board Or Officer-
In-Charge, Record Office Of Concerned Service For Serving Personnel**

This is to certify that Mister/Miss.

Son/Daughter of

resident of the above-named
officer / JCO / OR pertains to the category marked below:- (Select
one from below)

(a) Killed in Action on during

(b) Disabled in Action on during

(c) Died in peace time on with death attributable to military service

(d) Disabled in peacetime with disability attributable to military service.

(e) Gallantry Award Winner (.....)

(f) Ex-Serviceman.

(g) Serving Soldier

(Category _____ above)

Mister/Miss.son/daughter of the above-named officer/ JOO/ OR is
eligible for Admission in program in Board
against the Defence quota under priority His/ Her Ex-Serviceman Widow
Identity Card No. is DLH-01...../RSB

(Round stamp of Office)

SECRETARY

(Zila/Rajya Sainik Board)

ANNEXURE- IV

Undertaking on Prohibition of Ragging

I, _____ son/ daughter of Shri. _____ resident of _____ State, hereby declare that I am aware of the law regarding prohibition of ragging as well as the punishments, and that, if found guilty of the offence of ragging and/or abetting ragging, I am liable to be punished appropriately.

Place:

Signature of Candidate: _____

Date:

Name of Candidate: _____

I, _____ Father/Guardian of Shri./Ms. _____ resident of _____ hereby declare that I am aware of the law regarding prohibition of ragging and I agree to abide by the punishment meted out to my ward in case the latter is found guilty of ragging.

Place:

Signature of Parent/Guardian.: _____

Date:

Name of Parent Guardian.: _____

Note: Each student and every parent must submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

ANNEXURE - V

Government of NCT of Delhi
(Name & Address of the authority issuing the certificate)

Income & Asset Certificate - Economically Weaker Sections**To Be Produced by Economically Weaker Sections**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State _____ Pin Code _____. Whose photograph is attested below belongs to Economically Weaker Sections since the gross annual income* of his/her "family"** is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year _____. His/Her family does not own or possess any of the following assets***:
- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes.

Signature with Seal of Office _____

Name _____

Designation _____

* Income covered from all sources, i.e. salary, agriculture, business, profession, etc.

** The term "Family" for this purpose includes the person who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.