

**CIRCULAR**

No.:DSU/ADM/HR/2026/033

31<sup>st</sup> March, 2026

To,  
All Staff of DSU

**Employee Timing During Job Fair (3<sup>rd</sup> & 4<sup>th</sup> April 2026)**

All employees are hereby informed that on the occasion of the Job Fair scheduled on 3rd April 2026 and 4th April 2026, the working hours for all staff will be **General Shift from 09:15 AM to 05:00 PM.**

All employees are required to:

- Change shift accordingly in the ERP system.
- Mark attendance properly and ensure present at and on time.
- Take full responsibility for the duties assigned by the T&P Officer and cooperate in the smooth conduct of the event.

Your support and coordination are essential for the successful execution of the Job Fair.



Registrar,  
Dr. Subhash University,  
Junagadh

