



Ref. No. AC/NT/2018/

Dated: 20.08.2018

NOTICE

With reference to this college notice Ref. No.AC/NT/466 dated 3.7.2018 regarding Limited Departmental Examination for the post of Senior Assistant under unreserved category in the college. The following applications have been received from the eligible candidates of the college to appear in the examination:

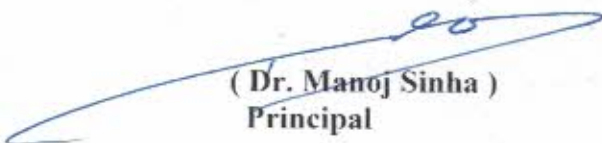
1. Shri Trilok Singh Rana - Care-taker Assistant
2. Shri Om Prakash - Assistant

A Limited Departmental Examination will be held as part of the process for promotion to the post of Senior Assistant of the above eligible candidates on **Tuesday August 28, 2018 at 2.00 p.m.** in the college.

Scheme of Examination:

	TEST COMPONENTS (02 Hours) : 14.00 hrs to 16.00 hrs	Marks
(i)	Basic knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other matters	30
(ii)	Knowledge and application of Office procedure, rules and regulations relevant to the University system.	100
(iii)	Skill in noting and drafting	40
(iv)	Knowledge of Computer with reference to the knowledge of Word Processing, Data Analysis Packages	30
	Total	200

Scheme of examination, syllabus, qualifying criteria and other details: As approved by the University of Delhi is attached herewith for information of the candidate.


(Dr. Manoj Sinha)
Principal

Scheme of Examination for Limited Departmental Examination for the post of Senior Assistant:

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of Senior Assistant through limited departmental examinations.

Scheme of Examination:

	TEST COMPONENTS (02 Hours)	Marks
(i)	Basic knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other matters	30
(ii)	Knowledge and application of Office procedure, rules and regulations relevant to the University system.	100
(iii)	Skill in noting and drafting	40
(iv)	Knowledge of Computer with reference to the knowledge of Word Processing, Data Analysis Packages	30
	Total	200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same the medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the question will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a Committee of Officers comprising of the following:
 - Officer Incharge of the Establishment of the Non-teaching
 - Officer Incharge of the Recruitment Section
 - Officer Incharge of College Branch
 - Officer Incharge of the Vigilance Section
 - Section Officer of the respective Establishment and Recruitment Sections.
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case these are no vacancies in a particular year, no test will be held.