



Ref. No. AC/NT/2020/ 424

December 18, 2020

NOTICE

Applications are invited from the Junior Assistants who have completed three years of regular service for appearing in the Limited Departmental Examination to be conducted for promotion to the post of Assistant (2 Posts).

All the employees fulfilling the eligibility criteria may apply to the Principal, Aryabhatta College in the application form (enclosed) latest by 31.12.2020.

The date of written test will be announced in due course.

The Scheme of Examination for the LDE for the post of Assistant is enclosed.


PRINCIPAL

APPLICATION FOR PROMOTION TO THE POST OF ASSISTANT

1. Name of Candidate (in BLOCK LETTERS) : _____
2. Father's Name/ Husband's Name : _____
3. Whether belongs to SC/ST/OBC/PwD : _____
4. Present Designation : _____
5. Date of Joining the post of Junior Assistant : _____
6. Educational Qualifications : _____
7. Present Place of Work : _____
8. Present scale of Pay : _____

Date : _____

(Signature)

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University of Delhi

	other attendant matters	
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to 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 medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions 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 Non-Teaching
 - Officer Incharge of the Recruitment Section
 - Officer Incharge of College Branch
 - Officer Incharge of the Vigilance Section.
 - Section Officers 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 there are no vacancies in a particular year, no test will be held.

E.1.8 Scheme of Examination for Limited Departmental Examination for the post of Assistant.

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

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and	30

Recommendations of Committee regarding discontinuation of interview at Junior level posts.

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(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
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E.1.9 Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant.

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

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2 hours	100 marks

Recommendations of Committee regarding discontinuation of interview at junior level posts.