

Ref. No. AC/NT/LDE/2021/ 505

Dated: 18.01.2021

NOTICE

With reference to this college notice Ref. No.AC/NT/2020/424 dated 18.12.2020 regarding Limited Departmental Examination for the post of Assistant in the college. The following applications have been received from the eligible candidates of the college to appear in the examination:

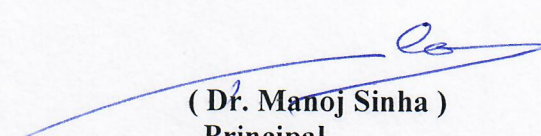
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|----------------------|---|------------------|
| 1. Mr. Arvind Krayla | - | Junior Assistant |
| 2. Mr. Ashu Kumar | - | Junior Assistant |
| 3. Ms. Arti Rani | - | Junior Assistant |

A Limited Departmental Examination will be held as part of the process for promotion to the post of Assistant of the above eligible candidates on 3rd February, 2021 at 11.00 a.m. in the college.

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

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



दिल्ली विश्वविद्यालय
University of Delhi

4.3.8 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 other attendant matters	30
(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/ PwBD 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 as defined in Appendix 3 to the Schedule
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 on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.