



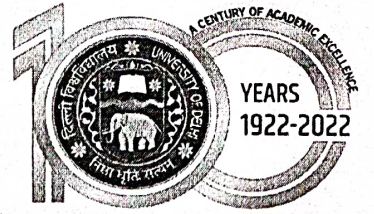
आर्यभट्ट महाविद्यालय

दिल्ली विश्वविद्यालय

ARYABHATTA COLLEGE

(UNIVERSITY OF DELHI)

(Accredited by NAAC A+ grade in 1st cycle)



Ref. No. AC/ AO/2024/ 960

Dated : 05.02.2024

NOTICE

Applications are invited from the Section Officer/ Senior Personal Assistant having Graduate Degree from a recognized University, with at least 3 years regular service in the cadre for appearing in the Written Test to be conducted for promotion to the post of Administrative Officer (1 Post).

All the employees fulfilling the eligibility criteria may apply to the Principal, Aryabhatta College in the application form (enclosed) latest by 15.02.2024.

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

The Scheme of Examination for the Written Test for the post of Administrative Officer is enclosed.


PRINCIPAL

प्राचार्य / Principal
आर्यभट्ट महाविद्यालय / Aryabhatta College
दिल्ली विश्वविद्यालय / University of Delhi
बेनिटो हुआरेज रोड / Benito Juarez Road
नई दिल्ली-110021 / New Delhi-110021



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4.1.2. Scheme of Examination for promotion to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts in the common cadre of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by Promotion:

I. Scheme of the Examination:

Written Test			Service Records	Interview	Total Marks
Details of Paper	Time	Max.Marks	Max.Marks	Max.Marks	
Paper-I (Objective) (75 Questions)	01hour 30 minutes*	75	60	140	
Paper-II (Descriptive)	02 hours 30 minutes*	125			
Total		200	60	140	400
Weightage for final score		50%	15%	35%	100%

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

II. Written Test Components

Components	NO. OF QUESTIONS	MARKS	Duration
Paper-I: General Studies	75	75	01hour 30 minutes
Paper-II University Administration	-	125	02 hours 30 minutes
TOTAL		200	

III. Syllabus:

Paper-I: General Studies

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, Constitution of India, Organization of the machinery of the Government of India, and University of Delhi, Subject of interest and importance on the present day relating to educational policy of the Government of India and its regulatory bodies.

Paper-II: University Administration

The candidates are expected to have the knowledge of the following rules:-

- The University Non-Teaching Employees (Terms & Conditions) of Service.



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- ii. The Delhi University Act, Statutes and Ordinances.
- iii. Governance of Colleges.
- iv. Regulations related to various University Examinations and courses of study.
- v. The Recruitment Rules (Non-Teaching Employees), 2008.
- vi. Fundamental and Supplementary Rules.
- vii. Central Civil Services (CCA) Rules.
- viii. Reservations and Concessions for SC, ST, OBC, PH etc.
- ix. General Financial Rules.
- x. CCS (Leave) Rules.
- xi. Budget and Accounts.
- xii. The Right to Information Act.
- xiii. The Public Premises (Eviction of Unauthorized Occupants) Act.

The following Books/websites may be helpful to the candidates for the purpose of examination-

- (1) The Constitution of India.
- (2) India Year Book published by the Publications Division, Govt. of India.
- (3) The University Calendar (Volume-I & II).
- (4) Fundamental and Supplementary Rules (Swamy's compilation).
- (5) The Central Civil Services (Classification, Control and Appeal) Rules, 1965 (Swamy's compilation).
- (6) Compilation of General Financial Rules (Revised and Enlarged) (Swamy's latest edition).
- (7) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
- (8) Manual on Establishment and Administration (Swamy's compilation) (9) Reservations and Concessions for SC, ST, OBC, PH etc. (Swamy's compilation)
- (10) Annual Reports of the University.
- (11) Websites of University of Delhi, MHRD, DoPT, Ministry of Finance, Parliament of India and Regulatory Bodies on Higher Education

IV. Service Record

Service Record would be indicated by the ACR/APAR for the preceding three years.

V. Personality Test/Interview

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper for the written test 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. Merit would be drawn on the basis of result of the written test, service record and personality test and the prescribed weightages prescribed for them.
5. The personality test and assessment of service record would be done by the Committee prescribed in the Appendix to the Recruitment Rules for Promotion to the post.
6. 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.

APPLICATION FOR PROMOTION TO THE POST OF _____

1. Name of Candidate (in BLOCK LETTERS) : _____

2. Father's Name/ Husband's Name : _____

3. Whether belongs to SC/ST/OBC/PwBD : _____

4. Present Designation : _____

5. Date of Joining the post of _____ : _____

6. Educational Qualifications : _____

7. Present Place of Work : _____

8. Present scale of Pay : _____

Date : _____

(Signature)