



SRI VENKATESWARA COLLEGE : NEW DELHI

Ref. No. SVC/AO (LDE)/2023

23.08.2023

NOTICE

The Limited Departmental Examination for filling up of One (01) post of Administrative Officer at Level 10 in the Pay Matrix will be conducted by the College in the 2nd week of September 2023.

For eligibility conditions please refer to the Non-Teaching Recruitment Rules 2020 (as amended from time to time) of the University of Delhi:

Eligibility Conditions for Promotion:

- i) Among the Section Officer/Private Secretary/Senior Personal Assistant, having Graduate Degree from a recognized University, with at least 3 years regular service in the cadre;
- ii) The promotion shall be based on written test and interview as prescribed in the Appendix 4
- iii) The candidate should have undergone one week of job specific training/skill enhancement programme conducted by a College/University;

The Complete application forms can be submitted to the Principal's Office on or before the Wednesday, the 30th August, 2023.

For the scheme of examination please refer to Non-Teaching Recruitment Rules 2020 (copy enclosed).

Copy to:

1. The Section Officer (Admn.,)
2. The Section Officer (Acs.)
3. Principal's Office

Notice Board/College website/Case file/Master file

C. Shula Kady
PRINCIPAL
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhula Kuan, New Delhi-110021