



SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI -110 021

Ref.No.SVC/DPC/2022/

13.07.2022

NOTIFICATION

Applications are invited from the eligible candidates for promotion to the post of Assistant to be filled through the Limited Departmental Examination.

Scheme of Examination

S.No.	Test Components (2 Hours)	Marks
1	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
2	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
3	Skills in noting and drafting	40
4	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
TOTAL		200 Marks

Eligibility Criteria

Amongst the Junior Assistants/Caretaker working in the pay scale of Pay Level 02 with minimum period of 03 years regular service in the cadre.

Note:

1. The details of the Scheme of Examination and other important information are given in – **Annexure I** enclosed.
2. The question paper will 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.
3. 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).
4. The Application Form is available in the Establishment Section. The completed application form must be submitted in the Establishment Section latest by **5:00 P.M. on 20th July , 2022.** Application received after the last date shall not be considered.
5. Any addendum/ corrigendum shall be displayed on the College Notice Board.

C. Sheila Ridday
PRINCIPAL
13/7/22

Copy to:

1. College Notice Board/ Website of the College
2. All Concerned Officers
3. DPC File



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.



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Application for the Post of **Assistant** through Limited Departmental Examination

1. Name of the Candidate (in block Letter): _____
2. Father's Name/ Husband's Name: _____
3. Whether belongs to SC/ST/ OBC/PWD: _____
4. Present Designation: _____
5. Department: _____
6. Date of Joining: _____
7. Educational Qualifications: _____
8. Technical Qualifications: _____
9. Present Pay Level: _____
10. Mobile No. _____
11. Any other information: _____

Date :

(Signature)

The application of _____ who is working as Junior Assistant in this Section/Department of the Sri Venkateswara College, is forwarded to the Principal to the Principal for the Consideration, if otherwise eligible, please.

Date:

Signature
Section-in-charge