

SRI VENKATESWARA COLLEGE
(University of Delhi)
Benito Juarez Marg, Dhaula Kuan,
New Delhi – 110021

SVC/1/6(1)/LDE/AO/2021/SV-02/382

Dated: 2nd July, 2021

NOTIFICATION

A post of Administration Officer in the Level 10 of Pay Matrix of Rs.56100-177500, is to be filled under the Un-reserved Category (UR) as per the roster, through Limited Departmental Examination.

The eligibility criteria for promotion to the post of Administrative Officer through Limited Departmental Examinations are as follow:

“Amongst 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. The promotion shall be based on written test and interview as prescribed in the Appendix-4. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.”

Applications are invited from the eligible candidates for promotion to the post of Administration Officer, to be filled up through Limited Departmental Examination.

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)	01 hour 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%

II Written Test Components

Components	No. of questions	Marks	Duration
Paper-I General Studies	75	75	01 hour 30 minutes
Paper – II University Administration	-	125	02 hours 30 minutes
Total		200	

Contd...p/2...

Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts, 40% posts reserved for OBC and 35% for the posts reserved for SC/ST/PwBD category. The details of the Scheme of Examination and other important information are given in- **Annexure I** enclosed.
2. The Application Form is available in the Establishment Section. The completed application form from the eligible candidates must be submitted in the Administration Section latest by 5.00 p.m. on Monday, the 19th July, 2021. Applications received after the last date shall not be considered. The syllabus for the scheme of examination is enclosed herewith.
3. The Limited Departmental Examination (LDE) will be conducted on Wednesday, the 21st July, 2021 at 2.00 p.m. in the Committee Room of the College as per the following schedule:

Paper – I from 10.00 a.m. to 11.30 p.m.
Paper – II from 2.00 p.m. to 4.30 p.m.
4. Any addendum/corrigendum shall be displayed on the Notice Board of the College and in writing to the individual candidate(s).

C. Sheela Reddy
(Prof. C. Sheela Reddy)
Principal

Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy to:

- 1 College Notice Board
- 2 To all concerned Officers
- 3 DPC File
- 4 Guard File.

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APPLICATION FOR PROMOTION THROUGH LDE
TO THE POST OF ADMINISTRATIVE OFFICER

LAST DATE FOR RECEIPT OF APPLICATION: 19.07.2021 till 5.00 p.m.

1. Name of Candidate (in block letters): _____
2. Father's/Husband's Name: _____
3. Whether belongs to SC/ST: _____
4. Present Designation: _____
5. Department: _____
6. Present Pay in the Pay Level in the Pay Matrix: _____
7. Date of Joining in the College: _____
8. Total Experience in present Pay Level or in pre-revised Pay Band - II of
Rs.9,300-34,800 with Grade Pay Rs.4600/4800-: _____
9. Educational Qualifications: _____
10. Technical Qualifications, if any _____
11. Mobile No.: _____
12. Email I.D. _____

Date: _____

(Signature)