



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

Ref No : SVC/1//DPC/2021/ SV-02/386

07th July, 2021

NOTIFICATION

It is proposed to fill a post of Assistant in the pay of Rs. Rs. 25500-81100/-, (Pay Level 4) of the Pay Matrix under the general category (Un-Reserved) as per the roster, through Limited Departmental Examination.

The eligibility criteria for promotion to the post of Assistant through Limited Departmental Examinations is as follow:

Limited Departmental Examination:

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.

Applications are invited from the eligible candidates for promotion to the post of Assistant, to be filled up through Limited Departmental Examination. The Scheme of Examination for the above post is as follows:

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 minimum qualifying marks will be overall 40% for the Un-Reserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable). 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 Establishment Section latest by **5.00 p.m. on 22nd July, 2021** . Applications received after the last date shall not be considered.
3. **The Limited Departmental Examination (LDE) will be conducted on 01st August, 2021 in Room Number 101 (Opposite Staff Room) of the College from 10:00 AM to 12:00 noon.**
4. Any addendum/corrigendum shall be displayed on the College Notice Board.

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/Website of the College
2. All concerned Officers
3. DPC File
4. Guard File.



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

APPLICATION FOR PROMOTION TO THE POST OF **ASSISTANT** THROUGH LIMITED DEPARTMENTAL EXAMINATION. The LAST DATE FOR RECEIPT OF APPLICATION FORM IS **22nd July, 2021 BY 5.00 P.M.**

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

Date: _____

(Signature)

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

Date: _____

Signature
Section-in-Charge