



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

Ref No : SVC/1//DPC/2021/ 3V-02/387

07<sup>th</sup> July, 2021

**NOTIFICATION**

It is to notify that the College proposes to fill up two vacant positions of **Junior Assistant** in the pay scale of Rs.19900-63200 Level 2. The vacant positions shall be filled through Limited Departmental Examination (LDE). As per the roster, both the posts are under Un-Reserved (UR) category. The scheme for the above said examination, as per the University of Delhi (Non-Teaching Employees) 2020, is as follows:

**B. Scheme of Examination:**

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper - I	MCQ Type	2 hours	100 marks (100 questions)
Paper - II	Essay in English or Hindi	1 hour	100
<b>Total Marks</b>			<b>200</b>

**C. Test components:**

Paper - I	TEST COMPONENTS	Duration: 2 hours
		Marks
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
<b>TOTAL</b>		<b>100</b>

Paper - II	TEST COMPONENTS	Duration : 1 hours
		MARKS
	Essay in English or Hindi	100
<b>TOTAL</b>		<b>100</b>
SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test*	Qualifying speed shall be 30 words per minute, which will be tested on a computer (PC).

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\*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

Those who are eligible and interested in appearing for the above said examination for considering their candidature for the post of Junior Assistant, may submit their application in the prescribed format. The application form is available with the Establishment Section. The Last date for receipt of filled in application is **22<sup>nd</sup> July, 2021**. Applications received after the last date will summarily be rejected.

The schedule of examination will be as follows:

1. Paper – I will be held from 10:00 AM to 12:00 noon on 01<sup>st</sup> August, 2021.
2. Paper – II will be held from 2:00 PM to 3:00 PM on 01<sup>st</sup> August, 2021.

Those who qualify Paper – I and Paper – II examinations will be required to appear in the Skill test, to be held on **11<sup>th</sup> August, 2021** at 11:00 AM in the college campus.

Any addendum/corrigendum shall be displayed on the College Notice Board.

  
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. All concerned Officers
3. DPC File
4. Guard File.



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(UNIVERSITY OF DELHI)**

**APPLICATION FOR PROMOTION TO THE POST OF **JUNIOR ASSISTANT**  
THROUGH LIMITED DEPARTMENTAL EXAMINATION. LAST DATE FOR  
RECEIPT OF APPLICATION FORM IS **22<sup>nd</sup> 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 **Multi-Tasking Staff (MTS)** 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