



Sri Venkateswara College (University of Delhi)
Benito Juarez Road, Dhaula Kuan, New Delhi - 110021

Ref. No. SVC/Estab./Admin./LDE/2017

Date-21.12.2017

NOTICE

It is proposed to conduct to Limited Departmental Examination (L.D.E) for the following posts as per the details appended below:-

S. No.	Name of The Post	Number of Vacancies	Category	Eligibility as per RR
1	Administrative Officer	01	UR	Among the Section Officer in the PB-2 + GP 4600 with at least 3 year regular service in the cadre.
2	Section Officer	01	SC	Among the Senior Assistant working in the PB-2 + G.P. 4200 with minimum period of 3 year regular service in the cadre.
3	Senior Assistant	01	UR	Among the Assistant working in the PB-1 + GP 2400 with minimum period of 3 years regular service in the cadre.
4	Assistant	01	UR	Among the Junior Assistant working in the PB-1 + G.P. 1900 with minimum period of 3 years regular service in the cadre.
5	Junior Assistant	02	UR	Among the Matriculation Group-D employee working in the College with minimum period of 5 year service in the cadre.

2. Eligible candidate may apply on the prescribe form on or before **29/12/2017** after ensuring their eligibility as per relevant provision of RR applicable to them.
3. The scheme of examination, syllabus as prescribed for each post is attached with this notice. The same is also available on the website of University of Delhi.
4. This is for information and necessary action by all concerned within stipulated time please.


(PRINCIPAL)

Distribution:-

1. Notice board (Non-Teaching)
2. College Website
3. Office Copy

**For Promotion from Section Officer to Administrative Officer:-
Scheme Of Examination**

Written Test			Service Record	Interview	Total Marks
Paper-I (Objective) 75 Questions	Time 1 ½ Hours	Max Marks Allowed : 75 Marks	Max Marks Allowed : 60 Marks Max	Max Marks Allowed : 140 Marks Max	
Paper-II (Descriptive)	Time 2 ½ Hours	Max Marks Allowed :125 Marks			
TOTAL		200 marks (Weightage 50%)	60 marks (Weightage 15%)	140 marks (Weightage 35%)	400 Marks

II. Test Components

Components	No. of Questions	Marks	Duration
Paper-I General Studies	75	75	1 ½ Hours
Paper-II University Administration	-	125	2 ½ Hours
Total		200	

For Promotion from Senior Assistant to Section Officer:-

Paper-I		Marks	
1	Basic knowledge of constitution of India and Delhi University Act, Statues, Ordinances, Regulation and other attendant matters.	30	
2	Knowledge and application of office procedures, rules & regulation relevant to Delhi University system.	100	
3	Skill in noting and Drafting	40	
4.	Knowledge of computers with special reference to knowledge of word processing, data analysis package	30	
	TOTAL	200	

For Promotion from Assistant to Senior Assistant:-

Paper-I		Marks	
1	Basic knowledge of constitution of India and Delhi University Act, Statues, Ordinances, Regulation and other attendant matters.	30	
2	Knowledge and application of office procedures, rules & regulation relevant to Delhi University system.	100	
3	Skill in Noting and Drafting	40	
4.	Knowledge of computers with special reference to knowledge of word processing, data analysis package	30	
	TOTAL	200	

For Promotion from Junior Assistant to Assistant:-

Paper-I		Marks	
1	Basic knowledge of constitution of India and Delhi University Act, Statues, Ordinances, Regulation and other attendant matters.	30	
2	Knowledge and application of office procedures, rules & regulation relevant to Delhi University system.	100	
3	Skill in Noting and Drafting	40	
4.	Knowledge of computers with special reference to knowledge of word processing, data analysis package	30	
	TOTAL	200	

For Promotion from MTS (erstwhile Group-'D' employees) to Junior Assistant:-

Paper-I		Marks	Time
1	General Awareness including Numerical Ability	20	2 Hours
2	Basic knowledge of constitution of India, Delhi University Act, Statues, Ordinances	20	
3	Application of office procedures, rules & regulation	20	
4.	Skill in Noting and Drafting	20	
5.	General English and Hindi	20	
	TOTAL	100	

Paper -II	TEST COMPONENT	DURATION: 1 hour
		MARKS
	Essay in English or Hindi	100
	TOTAL	100

Skill Test	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be 30 words per min. Which will be tested on a computer (PC)



Application form for the post of _____

Name of the candidate (block letter) : _____

Father's Name : _____

Whether belongs to SC/ST/OBC/PWD : _____

Present Designation : _____

Date of Joining : _____

Educational Qualification : _____

Experience : _____

Present pay Structure : _____

Mobile No. : _____

Date:

(Signature of Applicant)