

**Sri Venkateswara College**  
**University of Delhi**  
**Benito Juarez Road, Dhaula Kuan, New Delhi**

Ref: SVC/Admin/ Rectt./ NT/2017

19.02.2018

**NOTICE FOR LIMITED DEPARTMENTAL EXAMINATION FOR MINISTERIAL CADRE POSTS**

A limited departmental examination will be held as part of the process for promotion to the under mentioned post as per the tabular details appended below:-

Sl No.	Name of the Posts	Category of Post	Number of Posts	Date of Exam
01.	Senior Assistant	UR	01	05.03.2018

2. Venue of Examination: **Sri Venkateswara College**

Time of Examination and other details: as per tabular details appended below:-

	TEST COMPONENTS (02 HOURS) 1000Hrs to 1200hrs	MARKS
(I)	BASIC KNOWLEDGE OF CONSTITUTION OF INDIA AND DELHI UNIVERSITY ACT, STATUTE, ORDINANCES, REGULATIONS AND OTHER ATTENDANT MATTERS	30
(II)	KNOWLEDGE AND APPLICATION OF OFFICE PROCEDURE, RULES AND REGULATIONS RELEVANT TO THE UNIVERSITY SYSTEM	100
(III)	SKILLS IN NOTING AND DRAFTING	40
(IV)	KNOWLEDGE OF COMPUTER WITH SPECIAL REFERENCE TO THE KNOWLEDGE OF WORD PROCESSING, DATA ANALYSIS PACKAGES	30
	TOTAL	200

3. Scheme of examination, syllabus, qualifying criteria and other details: **As approved by the University of Delhi is** attached herewith for information of the candidates.

4. List of eligible candidates will be put on the notice board, interested and eligible candidates may appear in the examination accordingly.

  
ADMINISTRATIVE OFFICER

  
PRINCIPAL

**E.1.7 Scheme of Examination for Limited Departmental Examination for the post of Senior Assistant.**

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of Senior 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	30

	other attendant matters	
(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
	<b>TOTAL</b>	<b>200</b>

**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/PwD 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 comprising of the following:
  - Officer Incharge of the Establishment Non-Teaching
  - Officer Incharge of the Recruitment Section
  - Officer Incharge of College Branch
  - Officer Incharge of the Vigilance Section.
  - Section Officers of the respective Establishment and Recruitment Sections.
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 upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.