



SHIVAJI COLLEGE
(UNIVERSITY OF DELHI)
ACCREDITED BY NAAC WITH 'A' GRADE

Address: - Raja Garden, Ring Road, New Delhi – 110027
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Date: 28.02.2019

NOTICE

It has been decided to hold a **Limited Departmental Examination** (UR- 1 Post) for **promotion to the post of Assistant** (Pay Scale in the Pay Matrix (as per 7th CPC) – Level-4 (₹25,500 – ₹81,100)) as per latest recruitment rules and the approved scheme of examination for the post.

Those who fulfill the following eligibility criteria as on 28.02.2019 may apply to the Principal, Shivaji College in the prescribed application form, enclosed overleaf latest by 16.03.2019.

☞ **Eligibility for consideration under the 25% LDE quota:**

Amongst the Junior Assistants, Caretaker working in the Pay Scale of Level 2 in the Pay Matrix (as per 7th CPC): ₹19,900 – ₹63,200, with at least 3 years regular service in the cadre.

☞ **The scheme of Examination for the Limited Departmental Examination (LDE) is enclosed.**

☞ **The date of written test is 23.03.2019 (Time: 10:00 am).**

PRINCIPAL

APPLICATION FOR PROMOTION TO THE POST OF ASSISTANT

Name of Candidate (in BLOCK LETTERS):

Father's/ Husband's Name:

Whether belongs to SC/ST/OBC/PwD Category:

Present Designation:

Date of joining the current post:.....

Educational Qualifications

Present Scale of Pay:

Date:

Signature of Applicant

Scheme of Examination for Limited Departmental Examination for the post of Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **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 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 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 on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.