

**DAULAT RAM COLLEGE: DELHI**

**(University of Delhi)**

DRC/82(NAS)/2017/

11.01.2017

**Office Notice**

**Name of the Post: Administrative Officer- One Post**

This post is to be filled by promotion as per criteria for promotion laid down by the Delhi University.

Applications are invited from the existing Section Officers/Private Secretary/Senior Personal Assistant who are working in the pay scale of Rs. PB2(9300-34800)/- and GP 4600 with at least 3 years regular service in the cadre.

Eligibility condition for promotion:

Among the Section Officers/Private Secretary/Senior Personal Assistant in the pay scale of Rs. PB2 (9300-34800)/- and GP 4600 with at least 3 years regular service in the cadre.

---

---

**The scheme of Examinations for written test as follows:-**

**Note:**

1. There shall be no negative marking for wrong answers.
2. The minimum qualifying marks shall be 40% for the unreserved posts and 35% for SC/ST/PH category in aggregate of the two papers.
3. The candidates may write answers in English or Hindi.

**Syllabus:**

Paper-I: General Studies Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, Constitution of India, Organization of the machinery of the Government of India, and University of Delhi, Subject of interest and importance on the present day relating to educational policy of the Government of India and its regulatory bodies.

Paper-II: University Administration The candidates are expected to have the knowledge of the following rules:-

- i. The University Non-Teaching Employees (Terms & Conditions) of Service, 1971.
- ii. The Delhi University Act, Statutes and Ordinances.
- iii. Governance of Colleges.
- iv. Regulations related to various University Examinations and courses of study.
- v. v. The Recruitment Rules (Non Teaching Employees), 2008.
- vi. vi. Fundamental and Supplementary Rules
- vii. vii. Central Civil Services (CCA) Rules
- viii. viii. Reservations and Concessions for SC, ST, OBC, PH etc.
- ix. General Financial Rules x. CCS (Leave) Rules
- x. Budget and Accounts
- xi. The Right to Information Act, 2005
- xii. xiii. The Public Premises (Eviction of Unauthorized Occupants) Act, 1971

Employees fulfilling the eligibility criteria may apply to the Principal, Daulat Ram College, in the application form given overleaf latest by **20.01.2017**.

Date of the written test : **28.01.2017**

**Principal**

**AAPPLICATION FOR PROMOTION TO THE POST OF ADMINISTRATIVE OFFICER**

1. **Name of the employee (in block letter)** : \_\_\_\_\_
2. **Whether belongs to SC/ST/OBC/PwD** : \_\_\_\_\_
3. **Present Designation** : \_\_\_\_\_
4. **Date of joining/Promotion to the Present post** : \_\_\_\_\_
5. **Education Qualification** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Present Department** : \_\_\_\_\_
7. **Present Pay band and Grade pay** : \_\_\_\_\_

Declaration : I hereby declare that all the statements made in my application form are true, complete and correct to the best of my knowledge. In the event of any information being found false or incorrect at any stage, my application is liable to be rejected and if already appointed, my services are liable to be revert without notice.

Date:- \_\_\_\_\_

Signature

Name: \_\_\_\_\_

**DAULAT RAM COLLEGE: DELHI**

**(University of Delhi)**

DRC/82(NAS)/2017/

11.01.2017

**Office Notice**

**Name of the Post: Section Officer- One Post**

This post is to be filled by Limited Departmental Examination.

Applications are invited from the existing Senior Assistant who are working in the pay scale of Rs. PB2(9300-34800)/- and GP 4200 with at least 3 years regular service in the cadre.

**Eligibility condition for LDE:**

Among the Senior Assistant in the pay scale of Rs. PB2 (9300-34800)/- and GP 4200 with at least 3 years regular service in the cadre.

---

---

**The scheme of Examinations for the LDE are as follows:-**

Note:

1. There shall be no negative marking for wrong answers.
2. The minimum qualifying marks shall be 40% for the unreserved posts and 35% for SC/ST/PH category in aggregate of the two papers.
3. The candidates may write answers in English or Hindi.

Syllabus:

**Objective Type (General Awareness):** The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application to society, General English, Mathematical Ability and Computers. Questions will also be designed to test knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries, especially pertaining to History, Culture, Geography, Economic scene, General Polity, Scientific Research, basics/fundamentals of computers, sports etc. These questions will be such that they do not require a special study of any discipline.

**Descriptive Type:** The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

1. Basic knowledge of the Constitution of India and Delhi University Act, Statutes etc.
2. Knowledge and application of Office Procedures, Rules & Regulations.
3. Skill in noting/drafting.

4. Knowledge of Computers with special reference to knowledge of word processing, data analysis packages

Employees fulfilling the eligibility criteria may apply to the Principal, Daulat Ram College, in the application form given overleaf latest by **20.01.2017**

Date of the written test **28.01.2017.**

**Principal**

**AAPPLICATION FOR PROMOTION BY LDE TO THE POST OF SECTION OFFICER**

1. Name of the employee (in block letter) : \_\_\_\_\_
2. Whether belongs to SC/ST/OBC/PwD : \_\_\_\_\_
3. Present Designation : \_\_\_\_\_
4. Date of joining/Promotion to the Present post : \_\_\_\_\_
5. Education Qualification : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Present Department

:

\_\_\_\_\_

\_\_\_\_\_

7. Present Pay band and Grade pay

:

\_\_\_\_\_

Declaration : I hereby declare that all the statements made in my application form are true, complete and correct to the best of my knowledge. In the event of any information being found false or incorrect at any stage, my application is liable to be rejected and if already appointed, my services are liable to be revert without notice.

Date:- \_\_\_\_\_

Signature

Name: \_\_\_\_\_