

**SWAMI SHRADDHANAND COLLEGE
(UNIVERSITY OF DELHI)
ALIPUR, DELHI- 110036**

Dated- 01.08.2025

NOTICE

**NOTIFICATION OF DATE AND TIME FOR WRITTEN EXAMINATION
FOR THE POST OF ASSISTANT**

Sr. No.	Name of Post	Day and Date	Timing
1	Assistant	10.08.2025 (Sunday)	<u>(Paper-I)</u> 10.00 A.M to 1.00 P.M <u>(Paper- II)</u> 2.00 P.M to 4.00 P.M

Note:-

1. Venue of Examination is Swami Shraddhanand College (Old Campus), University of Delhi, Alipur, Delhi- 110036.
2. Scheme of Examination for the above post is attached herewith.
3. Admit Cards for the aforesaid examination will be issued in due course.
4. Reporting Time 9.30 A.M.


(Prof. Parveen Garg)
Principal

Copy to: - College website: www.ss.du.ac.in



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2.7 Scheme of Examination for recruitment to the post of Assistant by direct recruitment:

I. The process of Recruitment shall be carried in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

1. Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	150	300
TOTAL			300
<ul style="list-style-type: none"> This test will only be for shortlisting and will have no weightage in the final assessment. For further details Section III needs to be referred. 			

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

2. Stage 2: Selection of candidates

a.) Examination (Main)

Scheme of Examination

Syllabus in brief		Duration: 2 hours*
Description		MARKS
	<ul style="list-style-type: none">• Educational Administration and Management.• Functional aspects of Rules and their application in Higher Educational Institutions.	200
TOTAL		200
<ul style="list-style-type: none">• The merit shall be drawn on the basis of this examination.• For further details Section III needs to be referred.		

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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b.) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: <ul style="list-style-type: none">• Understanding of Manual of Office Procedures• Noting and Drafting• Proficiency in Computer Operations• English Typing @ 35 wpm OR Hindi Typing @ 30 wpm	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain 50 marks. This will, however, be only qualifying in nature.
TOTAL			100
<ul style="list-style-type: none">• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.• Skill test will only be qualifying in nature.• For further details Section III needs to be referred.			

II. Syllabus:

Preliminary Test MCQ based:

The question would be MCQ based and designed to test the knowledge the candidates' knowledge in following areas:

a) General Studies – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Functioning of Higher Educational Institutions - 15 questions

Section on Functioning of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

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Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) **Educational Administration and Management**

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, Financial Administration including budget, formulation and execution of budget, Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) **Functional aspects of Rules and their application in Higher Educational Institutions**

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

- Understanding of Manual of Office Procedures.
- Noting and Drafting.
- Knowledge of Computers Operations.
- Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm

II. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary, Examination (Main) and Skill Test would 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. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category.
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For e.g. for one post, 30 applications; for two post, 45 applications; for three post, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in Section I and II. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. Merit shall be drawn on the basis of such candidates for both these components.

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2.8 Special Provisions applicable for direct recruitment of Senior Assistant and Assistant with respect to candidates working in the University or its Colleges on contract/adhoc or temporary basis:

- a) It was observed that the posts of Senior Assistant and Assistant were advertised vide Advertisement No. Estab.IV/290/2021 issued by NTA where in provision for additional marks and relaxation in age for employees working on contract/adhoc or temporary basis was made applicable.
- b) The recruitment process for the aforesaid advertisement could not be completed.
- c) Accordingly, the committee recommends relaxation in age for the employees working on contract/adhoc/temporary basis in the University and its colleges as made applicable to the Advertisement No. Estab.IV/290/2021. Accordingly, upper age limit shall not be insisted upon in the case of candidates working in the University or its Colleges on contract/adhoc/temporary basis in the case of recruitment of Senior Assistant and Assistant subject to the condition that they have put in a minimum of one year of service in the University or its Colleges. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).
- d) The committee accordingly recommends that employees working on contract/adhoc/ temporary basis in the University and its colleges may be awarded additional one mark for each year of service subject to a maximum of 10 marks in Preliminary test for shortlisting of applicants. Further, since the Scores for Preliminary test are only for the purpose of shortlisting of the candidates and merit for final selection is to be drawn on the basis of Examination (Main), additional one mark for each year of service subject to a maximum of 10 marks be added to the scores of that employees working on contract/adhoc/ temporary basis in the University and its colleges for the purpose of drawing the final merit list.
- e) The recommendation as detailed above is in line with decision of the Hon'ble Supreme Court's Decision (Civil Appeal No. 1007 with 1008 of 2021) in University of Delhi Vs Delhi University Contract Employees Union & Ors. dated 25.03.2021.
- f) Further, since the candidates working on contract/adhoc/temporary basis in the University and its colleges will be eligible only for the post of Assistant, the recommendation at (d) above will be applicable only to such candidates participating in the recruitment of Assistant.


Joint Registrar (Recruitment)