

Ref. No. No.SAC(E)/N.T./2025/166

Date: 22.07.2025

NOTICE

With reference to college Advt. No. SAC(E)/N.T./2025/67 dated 04.06.2025 for various non-teaching posts in the college, written examinations for the following posts are scheduled as per details mentioned below:

S. No.	Name of the Post	Day and Date of Examination	Written Test
1.	Jr. Assistant	30.07.2025 (Wednesday) (10:00 a.m. to 1:00 p.m.)	Stage 1: Examination MCQ Based (as per scheme of examination)
		30.07.2025 (Wednesday) (01:45 p.m. to 03:45 p.m.)	Stage 2: Examination (Main) (Descriptive) (as per scheme of examination)
2.	Assistant	31.07.2025 (Thursday) (10:00 a.m. to 1:00 p.m.)	Stage 1: Examination MCQ Based (as per scheme of examination)
		31.07.2025 (Thursday) (01:45 p.m. to 03:45 p.m.)	Stage 2: Examination (Main) (Descriptive) (as per scheme of examination)

Note:

1. Scheme of the examination for the above posts is attached.
2. Admit Cards to the eligible candidates will be sent to their email address.
3. If any candidate believes he/she is eligible for the post and not has been shortlisted; he/she should reach the examination Centre at least one hour before the scheduled start time with the documents to ascertain the eligibility as per the prevailing Recruitment Rules (Non-Teaching) University of Delhi.

Sd/-
Principal



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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

Description	Syllabus in brief	Duration: 2 hours*
		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 - 45 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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B.1.3. Junior Assistant

I. The process of Recruitment shall be carried out 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.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs 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	<ul style="list-style-type: none"> General Knowledge, Reasoning Mathematical ability, Administration of Higher Educational Institutions. 	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 			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*	
		MARKS	
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Basic knowledge of the Constitution of India and working of its Political System, Economy, General Studies, Act, Statutes and Ordinances of the University of Delhi. 	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. 			



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

b) Skill Test

Description	Time	Marks
Skill Test Skills pertaining to: <ul style="list-style-type: none">• Management of Administrative Units of the University• Understanding of Manual of Office Procedures• Knowledge of Information Technology• Noting and Drafting	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 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.		

II. Syllabus:

Preliminary Test MCQ based:

The question will be MCQ based, and will be designed to test the knowledge of the candidates in the following areas:

a) General Knowledge – 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.



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d) Administration of Higher Educational Institutions- 45 questions

Section on Administration 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.

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the knowledge of the candidates in the following areas:

a) Educational Administration and Management

The questions will be designed to test 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:

- Management of Administrative Units of the University.
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology.
- Noting and Drafting.

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

1. The question paper for Preliminary Test, 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 the Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off 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 the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).



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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 example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the 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 the preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

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