

JANKI DEVI MEMORIAL COLLEGE
(University of Delhi) NEW DELHI-110060

04 Nov 2020

With reference to notice dated 07 Oct 2020 for promotion to the post of Administrative Officer (AO) (Selection Post), it is intimated that examination for the said selection post will be held on 23 Nov 20, Monday at 1100am in Committee Room. All applicants to note that details of Syllabus & Scheme of examination are available on University of Delhi website (Syllabus & scheme of the examination for the same is also enclosed for ready reference)

Date: 04 Nov 20

Swati Pal
PRINCIPAL
A. m. h.

Scheme of Examination for promotion through Limited Departmental Competitive Test to the post of Administrative Officer

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts of **Administrative Officer** by Limited Departmental Examination:

I. Scheme of the Examination:

Written Test			Service Records	Interview	Total Marks
Paper-I (Objective) (75 Questions)	Time: 1½ hours	Max. marks Allowed: 75 marks	Max. marks allowed: 60 marks	Max. marks allowed: 140 marks	
Paper-II (Descriptive)	Time: 2½ hours	Max. marks allowed: 125 marks			
Total		200 marks (Weightage 50%)	60 marks (Weightage 15%)	140 marks (Weightage 35%)	400 marks

II. Test Components

Components	NO. OF QUESTIONS	MARKS	Duration
Paper-I: General Studies	75	75	1½ hours
Paper-II University Administration	-	125	2½ hours
TOTAL		200	

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.

III. 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. The Recruitment Rules (Non-Teaching Employees), 2008.
- vi. Fundamental and Supplementary Rules
- vii. Central Civil Services (CCA) Rules
- viii. Reservations and Concessions for SC, ST, OBC, PH etc.
- ix. General Financial Rules
- x. CCS (Leave) Rules
- xi. Budget and Accounts
- xii. The Right to Information Act, 2005
- xiii. The Public Premises (Eviction of Unauthorized Occupants) Act, 1971

NOTE: The following Books/websites may be helpful to the candidates for the purpose of examination-

- (1) The Constitution of India.
- (2) India Year Book published by the Publications Division, Govt. of India.
- (3) The University Calendar (Volume-I & II).
- (4) Fundamental and Supplementary Rules (Swamy's compilation).
- (5) The Central Civil Services (Classification, Control and Appeal) Rules, (Swamy's compilation).
- (6) Compilation of General Financial Rules (Revised and Enlarged) (Swamy's latest edition).
- (7) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
- (8) Manual on Establishment and Administration (Swamy's compilation)
- (9) Reservations and Concessions for SC, ST, OBC, PH etc. (Swamy's compilation)

- (10) Annual Reports of the University.
- (11) Websites of University of Delhi, MHRD, DoPT, Ministry of Finance, Parliament of India and Regulatory Bodies on Higher Education.