

JANKI DEVI MEMORIAL
COLLEGE(JDMC)

(University of Delhi) NEW DELHI-110060

JDMC/2023-24/53.

Notice

01 Feb 2024

Applications are invited from the eligible candidates (Assistants) for promotion to the one (01) post of Senior Assistant from Assistant through LDE. Last date of submission of Application form is 15 Feb 2024. Application may be obtained from SO (Admin.) and to be deposited to the same by due date ie 15 Feb 2024. Written Examination will be conducted on 22 Feb 24 at 0200pm in the Committee Room, JDMC. Eligibility & Details of Scheme of examination are available on University of Delhi website. However, Syllabus and scheme of the examination for the same (Senior Assistant) is also enclosed for ready reference to all concerned.

Date: 01 Feb 24

Swas Patel

PRINCIPAL





दिल्ली विश्वविद्यालय
University of Delhi

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

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior 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/ PwBD 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 as defined in Appendix 3 to the Schedule
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 upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.

JANKI DEVI MEMORIAL COLLEGE
(University of Delhi)
Sir Ganga Ram Hospital Marg
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APPLICATION FOR PROMOTION TO THE POST OF SR. ASSISTANT THROUGH LDE

1. Name of Candidate (in Block Letters) : _____
2. Father's/Husband's Name: _____
3. Whether belongs to **SC/ST/OBC/PWD**: _____
4. Present Designation : _____
5. Date of Birth : _____
6. Date of joining the post of Assistant: _____
7. Educational Qualifications: _____
8. Present place of work : _____
9. Present Scale of Pay: _____
10. Mobile/Phone No.: _____

DATE: _____

Signature of the Employee

The application of _____, who is working as Assistant in this Office is forwarded to the Principal for consideration.