

रामजस कॉलेज
दिल्ली विश्वविद्यालय
यूनिवर्सिटी एन्क्लेव, दिल्ली - 110007
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RC/Notice/Non-teaching/ 715

08th November, 2024

Notice

Applications are invited on prescribed proforma which is available on the College website from all the eligible non-teaching employees for promotion to various posts as mentioned below through Limited Department Examination (LDE) quota as per Recruitment Rules (RR) 2020, University of Delhi.

Detail of the Posts under LDE Quota is as follows.

Name of the Post	Class	Pay Level	Post Vacant	Category	Mode of Recruitment
Sr. Assistant	C	6	01	UR	LDE Quota
Assistant	C	4	02	UR	LDE Quota
Jr. Assistant	C	2	02	UR	LDE Quota
Library Assistant	C	4	01	UR	LDE Quota

The interested applicants are required to submit the filled in applications in the Admin. Office.

The Last date of receipt of the offline application is 12.11.2024.

The Scheme of Examination is attached with this notice and available on the College website.

Principal
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5. 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.

11. Scheme of Examination for Limited Departmental Examination for the post of Assistant

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of 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 on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.

13. Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of Junior Assistant through limited departmental exams.

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2hours	100 marks (100 questions)
Paper-II	Essay in English or Hindi	1 hour	100
Total Marks			200

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
TOTAL		100

	TEST COMPONENTS	DURATION: 1 hour
		MARKS
Paper-II	Essay in English or Hindi	100
TOTAL		100

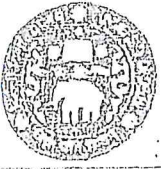
SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test*

* PwBD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

Exemption from qualifying the typing test:

The genuine attempts for exemption from qualifying the typing test on computer after attaining the age of 45 years for the purpose of promotion to the post of Junior Assistant under 25% quota reserved for Multi Tasking Staff (erstwhile Group-D employees) will be determined as follows-

“A minimum typing speed of 15 w.p.m on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”



4.5.5 Scheme of Examination for Limited Departmental Test for Promotion of Library Attendant to Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Attendant to Library Assistant through limited departmental exams:

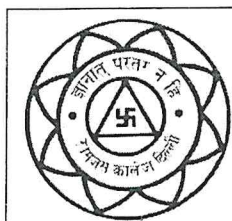
An objective type paper of two hours (02 hrs.) duration with maximum of 100 marks, which include Library questions.

The Multiple Choice Questions shall judge the knowledge of Library Science for promotion to post of Library Assistant.

Out of 100 questions, 40 questions should be related to the duties of Library Assistant, with options from Acquisition; processing & circulation, specific post for which the promotions are to be considered by the department, 20 questions of General Knowledge, 20 questions of English and 20 questions of Mathematical abilities.

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 (ie., 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 on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



RAMJAS COLLEGE UNIVERSITY OF DELHI

Application form for Limited Departmental Examination (LDE)

Post Applied:

Name (In BLOCK LETTERS)		Passport Size Photo
Father's Name		
Present Post / Designation		
Date of joining in Present Post / Designation		
Experience in present Post/ Designation as on 12.11.2024		
Present Department / Section		
Phone/Cell No. & Email ID		
Date of Birth	Age as on 12.11.2024	
Category		
Date of Last promotion (DPC)		
Date of Last up gradation (ACP/MACP)		
Details of Training/program attended (Use overleaf, if required)		

Educational Qualification: Starting with secondary education

Examination	Branch/Stream	Name of College /University	Year	Percentage/ Grade	Class/ Division

I hereby declare that all the entries in this form are correct and attached photo copies of documents are true to the best of my knowledge.

Date:

Place:

(Signature of Applicant)