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RC/218

Date: 11.10.2022

Notice for Exam.

In continuation of earlier notice vide no. RC/3574 dated 10-10-2022 regarding the conduct of written exam for the post of Administrative Officer (AO). It is further informed that examination will be held on 17<sup>th</sup> October, 2022 at 10:30 a.m. in the Principal's Board Room. The reporting time for the same will be sharp 10:15 a.m. I am also providing the syllabus and pattern of the said examination in accordance to the Recruitment Rules (Non-Teaching Employees) 2020.

With best wishes.

Copy to:

1. Dr. Dilbag, Section Officer (Admin.) *Dilbag*  
11/10/22
2. Ms. Shikha Bhatia, Sr. P.A. *Shikha*  
11/10/22.
3. Ms. Gaganpreet Kaur, Section Officer (Accounts.) *Gaganpreet*  
11/10/22

*[Signature]*  
Principal  
Principal  
Ramjas College  
University of Delhi  
Delhi-110007

Encls: R.R. 2020.



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1.	Name of Post	Assistant Registrar/Administrative Officer
2.	No. of Posts	32 [This includes one post of Assistant Registrar (Rajbhasha)]
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p><b>Essential:</b> Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>For the post of Assistant Registrar (Rajbhasha), the Masters' degree should be in Hindi subject with the requisite marks/grade as specified above, with at least 05 years of experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature or 05 years of experience of Teaching, Research, Writing or Journalism in Hindi.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.</li><li>2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.</li><li>3. For the post of Assistant Registrar (Rajbhasha) knowledge of Sanskrit or any other Indian language.</li></ol> <p><b>NOTE:</b> All the direct recruits should possess working knowledge of computers.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion .</p> <p>50% by Direct Recruitment.</p> <p><b>Note:</b> Assistant Registrar and equivalent posts shall be eligible for the Higher Pay of Pay Level 11 after 8</p>





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years of service provided they have participated in two training programs on Education Administration, each, of approximately four weeks duration and their performance appraisal reports are consistently 'very good'. The higher Pay Level 11 shall be restricted in the case of promotion to senior scale of these posts to 50% of total strength of Assistant Registrar or their equivalent grades, as the case may be.

**BROAD DUTIES AND RESPONSIBILITIES:**

The incumbent should possess good communication, analytical, administrative and managerial skill and aptitude for drafting/noting in English. Should be able to coordinate /liaise with other divisions/departments and participate in discussion with senior functionaries and academicians to express free and frank opinion on the issues.

The incumbent may be required to head independently one or more branches and functions related to Educational Administration/ Examination/General Administration/Purchase/ Establishment & personnel matters /Accounts & Finance/Pension/Project Management/Human Resource/ Legal/Estate matters/Security/Building and Works services/RTI/Public Grievances/ Students Support System and duties of DDO/Estate Officer and similar duties and to ensure compliance of relevant rules.

**In Colleges/Institutes:**

The incumbents shall be required to render necessary aid to the Principal of the college for its smooth functioning; to participate in discussion on agenda points/ to provide inputs on rules/facts of the case if so asked for; to be responsible for circulation, care, custody and maintenance of agenda papers and resolutions for a period as specified in retentions schedule.

To undertake all duties and responsibilities of Head of the Office and to ensure proper care custody and maintenance of office records, seal, Personal Files, Service Book of employees; to represent the College/Institutes before Courts/ Commissions/ Tribunals, statutory bodies and



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		other constitutional authorities in the interest of the institute; to assist college committees dealing with aforementioned matters, viz Admission Committee, Workload Committee, Purchase Committee, Building Committee, Canteen Committee, Disciplinary Committee, etc.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p><b>Eligibility conditions for promotion:</b> Among the Section Officer/Private Secretary/Senior Personal Assistant, having Graduate Degree from a recognized University, with at least 3 years regular service in the cadre.</p> <p>The promotion shall be based on written test and interview as prescribed in the Appendix 4</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p>





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**4.1.2. Scheme of Examination for promotion to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts in the common cadre of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by Promotion:

**I. Scheme of the Examination:**

Written Test			Service Records	Interview	Total Marks
Details of Paper	Time	Max.Marks	Max.Marks	Max.Marks	
Paper-I (Objective) (75 Questions)	01 hour 30 minutes*	75	60	140	
Paper-II (Descriptive)	02 hours 30 minutes*	125			
Total		200	60	140	400
Weightage for final score		50%	15%	35%	100%

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

**II. Written Test Components**

Components	NO. OF QUESTIONS	MARKS	Duration
Paper-I: General Studies	75	75	01 hour 30 minutes
Paper-II University Administration	-	125	02 hours 30 minutes
TOTAL		200	

**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



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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.
- 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.
- xiii. The Public Premises (Eviction of Unauthorized Occupants) Act.

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, 1965 (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

**IV. Service Record**

Service Record would be indicated by the ACR/APAR for the preceding three years.





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### V. Personality Test/Interview

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

#### Note:

1. The question paper for the written test 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 for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category.
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. Merit would be drawn on the basis of result of the written test, service record and personality test and the prescribed weightages prescribed for them.
5. The personality test and assessment of service record would be done by the Committee prescribed in the Appendix to the Recruitment Rules for Promotion to the post.
6. 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.



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**4.2 Scheme of Examination for Direct Recruitment to the post of Medical Officer**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts Medical Officer:

I. **Scheme of Examination:**

<b>Part – I</b> Computer Based Examination in two papers (Paper I and Paper II)	Time: 2 hours each	Max. marks allowed: 500 marks (250 marks each)
<b>Part-II</b> Personality Test		Max. marks allowed: 100 marks
<b>Total Marks</b>		<b>600 marks</b>

II. **Syllabus:**

(A) **Part I**

**Computer based Examination:** The components and syllabi of two Papers and the weightage to different components in the two papers are given below: -

**Paper I Maximum Marks: 250 General Medicine and Paediatrics:**

**Total questions in Paper I = 125 (100 from General Medicine and 25 from Paediatrics);**

**Syllabus of Paper-I**

(a) **General Medicine including the following:**

- (i) Cardiology
- (ii) Respiratory diseases
- (iii) Gastro-intestinal
- (iv) Genito-Urinary
- (v) Neurology
- (vi) Hematology
- (vii) Endocrinology
- (viii) Metabolic disorders
- (ix) Infections/Communicable Diseases
  - a) Virus
  - b) Ricketts
  - c) Bacterial
  - d) Spirochetal
  - e) Protozoan
  - f) Metazoan
  - g) Fungus