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University of Delhi

Recommendation of the Committee constituted by the University to finalize the Recruitment Rules and Scheme of Examination for the Non-Teaching Employees of the University of Delhi.

A. Composition:

A Committee was constituted by the University to finalize the Recruitment Rules and Scheme of Examination for Non-Teaching Employees of the University of Delhi.

The members of the committee were:

1. Prof. Sanjeev Singh, Dean (FOT)
2. Dr. Rohan Rai, Joint Registrar (Estab. N/T)
3. Sh. Pradeep Kumar, Joint Registrar (VC Office)
4. Smt. Meenakshi Sahay, Joint Registrar (Recruitment)
5. Sh. Sharad Kumar Sant, Deputy Registrar (Finance)

B. Schedule of conduct of meetings:

Meetings held on 15.07.2024, 17.07.2024 & 19.07.2024, 08.08.2024, 09.08.2024, 16.08.2024, 21.08.2024, 22.08.2024, 28.08.2024 & 30.08.2024.

C. Subject Matter of Deliberation:

Formulation of Recruitment Rules and Scheme of Examination for the posts of Assistant Registrar, Senior Assistant and Assistant in the University of Delhi.

D. Documents considered by the Committee:

- Existing Recruitment Rules and Scheme of Examination for Non-Teaching Employees of the University.
- Model Cadre Recruitment Rules of the UGC.
- Advertisement No. Estab.IV/290/2021 issued by NTA.

E. Proceedings of the Committee:

The committee perused the existing recruitment rules for the post under review, deliberated upon the functional requirement of the University and made their recommendations within the larger ambit of the model cadre recruitment rules for non-teaching employees notified by the University Grants Commission (UGC).

The committee recommended that the amendments are proposed with respect to Schedule to the Recruitment Rules (Non-Teaching Employees) 2020 in respect of the posts of Assistant Registrar, Senior Assistant and Assistant as detailed below. Further, the recommendations are made based on the Model Recruitment Rule proposed by University Grants Commission (UGC) for these posts.



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However, no amendment is being proposed in the rules and provisions stated in part 1 of the Recruitment Rules (Non-Teaching Employees) 2020.

Proposed Recruitment Rules and Scheme of Examination for direct recruitment against the posts of Assistant Registrar/Administrative Officers, Senior Assistant and Assistant:

1.	Name of Post	Assistant Registrar
2.	No. of Post (s)	32
3.	Classification	Group A
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 10
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection
6.	Age limit for Direct Recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Master's Degree with at least 55% marks or an equivalent grade. ii. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's Degree from a recognized University/Institute.
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment 50% by Limited Departmental Examination, failing which by deputation/direct recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: 03 years of regular service as Section Officer/Private Secretary (Pay Level 7 & above). Based on merit from amongst the eligible candidates having requisite experience from feeder cadres on the basis of a written test and interview. Deputation: Officers holding analogous posts on regular basis or with 05 years regular service in/on posts in Level 7/Level 8 in the Central/State Government, Universities and other Autonomous Organizations.
12.	Composition of DPC or Selection Committee	As per Appendix-I of Recruitment Rules (Non-Teaching Employees) 2020

Observations of committee: The committee has recommended that the eligibility for promotion through Limited Departmental Examination in terms of experience of 03 years of regular service as Section Officer/Private Secretary (Pay Level 7 & above) and assessment for the same through written test followed by interview may be retained to ensure quality of the candidates promoted as Assistant Registrar.



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1.	Name of Post	Administrative Officer (In Colleges)
2.	No. of Post (s)	As per sanctioned strength in the respective college
3.	Classification	Group A
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post (Applicable to Promotion)	Selection
6.	Age limit for Direct Recruits	40 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Master's Degree with at least 55% marks or an equivalent grade. ii. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's Degree from a recognized University/Institute.
9.	Period of probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Direct Recruitment 50% by Limited Departmental Examination, failing which by deputation/direct recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: 03 years of regular service as Section Officer/Private Secretary (Pay Level 7 & above). Based on merit from amongst the eligible candidates having requisite experience from feeder cadres on the basis of a written test and interview. Deputation: Officers holding analogous posts on regular basis or with 05 years regular service in/on posts in Level 7/Level 8 in the Central/State Government, Universities and other Autonomous Organizations.
12.	Composition of DPC or Selection Committee	As per Appendix-I of Recruitment Rules (Non-Teaching Employees) 2020

Observations of committee: The committee has recommended that the eligibility for promotion through Limited Departmental Examination in terms of experience of 03 years of regular service as Section Officer/Private Secretary (Pay Level 7 & above) and assessment for the same through written test followed by interview may be retained to ensure quality of the candidates promoted as Administrative Officer.



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1.	Name of Post	Senior Assistant
2.	No. of Posts	183
3.	Classification	Group B
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 6
5.	Whether Selection Post or Non Selection Post (Applicable to Promotion)	Selection
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Bachelor's Degree from any recognized University/Institution. (ii) Three Years' of experience as Assistant or equivalent in the Level 4. The experience should be in Central/State Government/University/PSU and other Central/State Autonomous Bodies or equivalent pay package in reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/-Crores or more. Note: The candidate should have proficiency in Computer applications, noting and drafting etc.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7(i))
9.	Period of probation (if, any)	Two Years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion 25% by Limited Departmental Examination 25% by Direct Recruitment (based on written test and skill test)
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Assistant with 05 years of regular service in Level 4 according to seniority-cum-fitness. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Limited Departmental Examination: Amongst the Assistants, Hindi Assistant, Assistant Archivist or other incumbents of ex-cadre posts working in the Pay Level 05/Pay Level 04 with minimum period of 03 years regular service in the cadre.
12.	Composition of DPC or Selection Committee	As per Appendix-I of Recruitment Rules (Non-Teaching Employees)

Observations of committee: The committee has recommended that 25% posts should be filled through Limited Departmental Examination, while the model RR of UGC has proposed 75% by promotion and 25% by direct recruitment. The committee felt that the continuity of 25% posts



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through Limited Departmental Examination will be an incentive to the existing employees in the feeder cadre.



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1.	Name of Post	Assistant
2.	No. of Posts	320
3.	Classification	Group C, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 4
5.	Whether Selection Post or Non Selection Post (Applicable to Promotion)	Non Selection
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/University. (ii) Two Year experience as Junior Assistant/Equivalent posts in University/Research Establishment/Central State Govt./PSU/Autonomous Bodies or equivalent pay package in reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/-Crores or more. (iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm. Note: The Candidate should have proficiency in Computer Operations
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of probation (if, any)	Two Years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion 25% by Limited Departmental Examination 25% by Direct Recruitment (based on written test and skill test including typing test)
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Junior Assistants/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Limited Departmental Examination: Amongst the Junior Assistants/Hindi Typist working in the pay scale of Pay Level 02 with minimum period of 03 years regular service in the cadre.
12.	Composition of DPC or Selection Committee	As per Appendix-I of Recruitment Rules (Non-Teaching Employees) 2020

Observations of committee: The committee has recommended that 25% posts should be filled through Limited Departmental Examination, while the model RR of UGC has proposed 75% by



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promotion and 25% by direct recruitment. The committee felt that the continuity of 25% posts through Limited Departmental Examination will be an incentive to the existing employees in the feeder cadre.



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Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer under direct recruitment mode:

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 Interview/Personality 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: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	100	400
TOTAL			400
<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
Examination (Main) (Descriptive)	Basic knowledge of the Constitution of India and Indian polity, Educational Administration and Management, Functional aspects of working of Government Bodies and Institutions.	70
TOTAL		70
<ul style="list-style-type: none"> 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) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
TOTAL		30
<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 Interview/Personality Test.For further details Section III needs to be referred.		

c) Final merit list

The breakup of final merit list will be as follows:

Description	Marks
Examination (Main)	70
Interview/Personality Test	30
Total	100

II. Syllabus:

Preliminary Test MCQ based:

The questions would be MCQ based and designed to test the knowledge of the candidates in following areas:

a) General Studies – 30 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 – 30 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 30 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 - 10 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) Basic knowledge of the Constitution of India and Indian Polity

Indian Constitution: Evolution, Features, Amendments, Significant provisions and Basic structure, Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these, Structure, organization, and functioning of the Executive and the Judiciary, Ministries and Departments of the Government, Salient features of the Acts pertaining to Reservation and Transparency, Appointment to various Constitutional posts, powers, functions, and responsibilities of various Constitutional Bodies, Statutory, regulatory, and various quasi-judicial bodies.

b) 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 in Higher Educational Institutions including budget, formulation and execution of budget.
- Application of Information Communication Technology (ICT) and other modern technologies in the Higher Education system.

c) Functional aspects of working of Government Bodies and Institutions

The questions will be designed to test the candidate's knowledge and awareness of:

- General Financial Rules,
- Procurement through GEM,
- Pension and Grievance handling, etc.

Interview/ Personality Test:

Interview/ Personality Test would be conducted to test the knowledge and personality of the candidate to assess his/her suitability for the post.

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

1. The question paper for Preliminary and Examination (Main) as indicated in Section I and II 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.



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2. (i) All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 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 for deciding the cut off for qualifying the Preliminary test for the respective category.

(ii) Further, against one vacant post, 30 candidates shall be shortlisted for appearing in Examination (Main), based on Preliminary test. For more than one vacancy, additional 15 candidates shall be shortlisted for each remaining advertised vacancy. (For e.g. for one vacancy, 30 candidates; for two vacancies, 45 candidates; for three vacancies, 60 candidates and so on). In case of candidates securing same cut-off marks for shortlisting for appearing in Examination (Main) all would be shortlisted for the Examination (Main).
3. The Final result and merit shall be based on Examination (Main) and Interview/Personality Test as indicated in Section I (2)(c).
4. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test.



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Scheme of Examination for recruitment to the post of Senior 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 Knowledge, Reasoning and 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. 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
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Educational Administration and Management. 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">• 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 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 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.

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.



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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:

- 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, 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;



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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.



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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

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

III. 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.



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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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Special Provisions applicable for direct recruitment of Senior Assistant and Assistant with respect to candidates working in the University or its Colleges on contract/adhoc or temporary basis:

- a) It was observed that the posts of Senior Assistant and Assistant were advertised vide Advertisement No. Estab.IV/290/2021 issued by NTA where in provision for additional marks and relaxation in age for employees working on contract/adhoc or temporary basis was made applicable.
- b) The recruitment process for the aforesaid advertisement could not be completed.
- c) Accordingly, the committee recommends relaxation in age for the employees working on contract/adhoc/temporary basis in the University and its colleges as made applicable to the Advertisement No. Estab.IV/290/2021. Accordingly, upper age limit shall not be insisted upon in the case of candidates working in the University or its Colleges on contract/adhoc/temporary basis in the case of recruitment of Senior Assistant and Assistant subject to the condition that they have put in a minimum of one year of service in the University or its Colleges. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).
- d) The committee accordingly recommends that employees working on contract/adhoc/temporary basis in the University and its colleges may be awarded additional one mark for each year of service subject to a maximum of 10 marks in Preliminary test for shortlisting of applicants. Further, since the Scores for Preliminary test are only for the purpose of shortlisting of the candidates and merit for final selection is to be drawn on the basis of Examination (Main), additional one mark for each year of service subject to a maximum of 10 marks be added to the scores of that employees working on contract/adhoc/ temporary basis in the University and its colleges for the purpose of drawing the final merit list.
- e) The recommendation as detailed above is in line with decision of the Hon'ble Supreme Court's Decision (Civil Appeal No. 1007 with 1008 of 2021) in University of Delhi Vs Delhi University Contract Employees Union & Ors. dated 25.03.2021
- f) Further, since the candidates working on contract/adhoc/temporary basis in the University and its colleges will be eligible only for the post of Assistant, the recommendation at (d) above will be applicable only to such candidates participating in the recruitment of Assistant.

(Sh. Sharad Kumar Sant)

(Ms. Meenakshi Sahay)

(Dr. Rohan Rai)

(Sh. Pradeep Kumar)

(Prof. Sanjeev Singh)