

## UNIVERSITY OF DELHI

### **Scheme of Examination for promotion through Limited Departmental Competitive Test to the common cadre of Assistant Registrar/Assistant Controller of Examinations/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 Limited Departmental Examination:

#### **I. Scheme of the Examination:**

<b>Written Test</b>			<b>Service Records</b>	<b>Interview</b>	<b>Total Marks</b>
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**

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

**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, 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. General Conditions for the Examination:**

- (i) This is a competitive examination and not a qualifying examination for promotion. The number of persons to be selected on the basis of result of the examination for appointment will be subject to the number of vacancies in the grade of Assistant Registrar/Assistant Controller of Examinations/ Administrative Officer, falling for departmental examination quota in that particular year. No candidate will therefore, have any claim for appointment/promotion on the basis of his performance in the examination as a matter of right on future vacancies.
- (ii) Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to his conduct in service, that he is eligible and suitable in all respects for appointment to the post for which the examination is conducted.
- (iii) Mere submission of application will not confer any right to the candidates to appear for the Limited Departmental Competitive Examination. Only such candidates will be allowed to appear for the examination who are found eligible as per eligibility criteria mentioned in the Rules. Decision of the University in this regard shall be the final.
- (iv) A candidate who is or has been declared by the University to be guilty of:-
  - (1) Obtaining support for his candidate by any means or
  - (2) Impersonating, or
  - (3) Procuring impersonation by any person, or
  - (4) Submitting fabricated document or documents which have been tampered with, or
  - (5) Making statements which are incorrect or false or suppressing material information, or
  - (6) Restoring to any other irregular or improper means in connection with his/her candidature for the examination, or
  - (7) Using unfair means during the examination, or

- (8) Writing irrelevant matter, including obscene language or pornographic matter in the script(s), or
- (9) Misbehaving in any other manner in the examination hall, or
- (10) Harassing or doing bodily harm to the staff employed by the University for the conduct of their examination, or
- (11) Violating any of the instructions used to candidates along with their Admission Certificates, permitting them to take the examination, or
- (12) Attempts to commit or as the case may be abetting the University of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself liable to criminal prosecution, be liable:-
  - (A) To be disqualified by the University from the examination from which he is a candidate, and/or
  - (B) To be debarred either permanently or for a specific period:-
    - (i) by the University from any future examination or selection;
    - (ii) by the University from any employment; and/or
  - (C) To disciplinary action under the appropriate rules.

Provided that no penalty under this rule shall be imposed except after

- (i) giving the candidate an opportunity of making such representation, in writing, as he may wish to make in that behalf, and
- (ii) taking the representation, if any submitted by the candidate within the period allowed to him, into consideration.

## UNIVERSITY OF DELHI

### Scheme of Examination for Direct Recruitment to the post of Assistant Registrar

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 direct recruitment:

#### I. Scheme of the Examination:

Written Test			Interview/Personality Test
Objective Type (150 questions)	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type	Time: 2 hours	Max. marks Allowed: 150 marks	
<b>Total Marks</b> (150 + 150 + 150)			<b>450 marks</b>

#### II. Components of Written Test:

COMPONENTS		DURATION:	
		NO. OF QUESTIONS	MARKS
(A)	Test of General Studies	150	150
(B)	Educational Administration and Management	--	150
<b>TOTAL</b>			<b>300</b>

#### Note:

1. The questions shall generally be on the minimum qualification level.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Section-A and Section-B of the test components.
4. Answer script of Section-B of a candidate would be evaluated only if he qualifies in Section-A of test components.
5. The candidates may write Section-B of written test either in English or Hindi.

### **III. Syllabus:**

#### **Section A: Test of General Studies** (Objective Type)

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, General Mental Ability.

Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

#### **Section B: Educational Administration and Management** (Descriptive Type)

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, Basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

### **IV. 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.