

## **Scheme of Examination for promotion through Limited Departmental Competitive Test to the post of Administrative Officer**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts of **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> |
|---|-----------------------------|--|---|--|--------------------|
| <b>Paper-I</b><br>(Objective)<br>(75 Questions) | <b>Time:</b><br>1½<br>hours | <b>Max. marks</b><br>Allowed:<br>75 marks  | <b>Max. marks</b><br>allowed:<br>60 marks | <b>Max. marks</b><br>allowed:<br>140 marks |                    |
| <b>Paper-II</b><br>(Descriptive)                | <b>Time:</b><br>2½<br>hours | <b>Max. marks</b><br>allowed:<br>125 marks |   |  |                    |
| <b>Total</b>                                    |                             | 200 marks<br>(Weightage<br>50% )           | 60 marks<br>(Weightage<br>15% )           | 140 marks<br>(Weightage<br>35%)            | 400<br>marks       |

### **II. Test Components**

| <b>Components</b>                            | <b>NO. OF QUESTIONS</b> | <b>MARKS</b> | <b>Duration</b> |
|--|-------------------------|--------------|-----------------|
| <b>Paper-I:</b><br>General Studies           | 75                      | 75           | 1½ hours        |
| <b>Paper-II</b><br>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, (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.**