

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली-110039

दूरभाष : 27751317



*Aditi Mahavidyalaya*

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telephone : 27751317

Ref. No. *AM/2025/433*

Dated *17-3-25*

**CORRIGENDUM**

This is with reference to the advertisement No. AM/2025/229 dated 17.02.2025 for the post of Administrative Officer. In view of the University Notification No. R&P/047/20/2018/RR(NTS)2024/050 dated 21.10.2024 for the post of Administrative Officer only, the last date of application is extended to 24.03.2025.

The last dated for rest of the posts remains the same.

*Mamta Sharma.*

PROF. MAMTA SHARMA  
PRINCIPAL

*By*





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Ref. No.: R&P/047/2018/RR(NTS)2024/050

Dated: 21.10.2024

**NOTIFICATION**

**Subject:** Recruitment Rules and Scheme of Examination for the post of Assistant Registrar, Administrative Officer (In Colleges), Senior Assistant and Assistant in the University of Delhi.

1. In compliance of the Executive Council Resolution No. 28 (28-22) dated 14.10.2024, following amendments to the Recruitment Rules (Non-Teaching Employees) 2020 is notified herewith for the information of all the stake holders:

- 1.1 Recruitment Rules and Scheme of Examination for the post of Assistant Registrar
- 1.2 Recruitment Rules and Scheme of Examination for the post of Administrative Officer (In Colleges)
- 1.3 Recruitment Rules and Scheme of Examination for the post of Senior Assistant
- 1.4 Recruitment Rules and Scheme of Examination for the post of Assistant
- 1.5 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.

2. The revised provisions are as follows:

2.1 Recruitment Rules for the post of Assistant Registrar

1.	Name of Post	<b>Assistant Registrar</b>
2.	No. of Post (s)	32
3.	Classification	Group A
4.	Scale of Pay/Pay Band/Grade Pay	<b>Pay Level 10</b>
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	<b>Essential Qualifications:</b> 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	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's Degree from a recognized University/Institute.
9.	Period of probation (if, any)	Two years

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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	<b>Promotion:</b> 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. <b>Deputation:</b> 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

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2.2 Recruitment Rules for the post of Administrative Officer (In Colleges)

1.	Name of Post	<b>Administrative Officer (In Colleges)</b>
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	<b>Pay Level 10</b>
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	<b>Essential Qualifications:</b> 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	<b>Age:</b> No <b>Qualification:</b> 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	<b>Promotion:</b> 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.  <b>Deputation:</b> 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

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2.3 Recruitment Rules for the post of Senior Assistant

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	<b>Essential Qualifications:</b> (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. <b>Note:</b> 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	<b>Age:</b> No <b>Academic Qualification:</b> 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	<b>Promotion:</b> 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. <b>Limited Departmental Examination:</b> 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





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2.4 Recruitment Rules for the post of Assistant

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	<b>Essential Qualifications:</b> (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. <b>Note:</b> 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	<b>Promotion:</b> 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. <b>Limited Departmental Examination:</b> 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

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2.5 Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer (In Colleges) 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
<b>TOTAL</b>			<b>400</b>

- 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
<b>TOTAL</b>		<b>70</b>

- 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
<b>TOTAL</b>		30
<ul style="list-style-type: none"><li>• 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.</li><li>• For further details Section III needs to be referred.</li></ul>		

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.

**II. 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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2.6 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
<b>TOTAL</b>			<b>300</b>
<ul style="list-style-type: none"><li>This test will only be for shortlisting and will have no weightage in the final assessment.</li><li>For further details Section III needs to be referred.</li></ul>			

\*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"><li>Educational Administration and Management.</li><li>Rules and their application in Higher Educational Institutions.</li></ul>	200	
<b>TOTAL</b>		<b>200</b>	
<ul style="list-style-type: none"><li>The merit shall be drawn on the basis of this examination.</li><li>For further details Section III needs to be referred.</li></ul>			

\*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	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.
<b>TOTAL</b>		100
<ul style="list-style-type: none"><li>• 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.</li><li>• Skill test will only be qualifying in nature.</li><li>• For further details Section III needs to be referred.</li></ul>		

**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; 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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2.7 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
<b>TOTAL</b>			<b>300</b>
<ul style="list-style-type: none"><li>This test will only be for shortlisting and will have no weightage in the final assessment.</li><li>For further details Section III needs to be referred.</li></ul>			

\*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	
	<ul style="list-style-type: none"><li>Educational Administration and Management.</li><li>Functional aspects of Rules and their application in Higher Educational Institutions.</li></ul>	200	
<b>TOTAL</b>		<b>200</b>	
<ul style="list-style-type: none"><li>The merit shall be drawn on the basis of this examination.</li><li>For further details Section III needs to be referred.</li></ul>			

\*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	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		100
<ul style="list-style-type: none"><li>• 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.</li><li>• Skill test will only be qualifying in nature.</li><li>• For further details Section III needs to be referred.</li></ul>		

**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

**II. 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.
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.

*M. K. Singh*  
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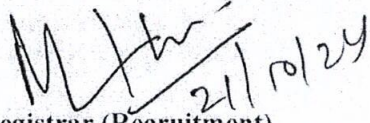




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2.8 Special Provisions applicable for direct recruitment of Senior Assistant and Assistant with respect to candidates working in the University or its Colleges on contract/adhoc or temporary basis:

- 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.

  
Joint Registrar (Recruitment)