

NOTIFICATION

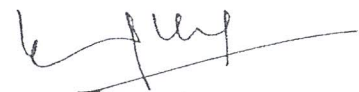
Applications are invited from the **Junior Assistants** (in the pay structure of ₹ 5200-20200 (PB-1) +GP 1900), **Assistants** (in the pay structure of ₹ 5200-20200 (PB-1)+GP 2400) and **Senior Assistants** (in the pay structure of ₹ 9300-34800 (PB-2) +GP 4200) who have completed three years of service as on 01.01.2012, for appearing in the Limited Departmental Examination to be conducted for drawing the panel for promotion to the posts of **Assistant, Senior Assistant and Section Officer** respectively in terms of Executive Council Resolution No.102 dated 29.10.2008 (New Recruitment Rules 2008).

All the employees fulfilling the eligibility criteria prescribed in above referred E.C. Resolution may apply to the Registrar, University of Delhi, Delhi-110007, in the application form given overleaf latest by **30.03.2012** through proper channel.

The date of the written test will be announced in due course.

The Scheme of Examinations for the LDE are as follows:

- (A) **For Promotion from Junior Assistant to Assistant:**
- | | |
|---|----------|
| 1) Knowledge in Computer Operating
(Word-processing, data analysis packages) | 50 Marks |
| 2) English | 50 Marks |
| 3) Drafting and noting | 50 Marks |
| 4) Knowledge of University rules. | 50 Marks |
- (B) **For Promotion from Assistant to Senior Assistant:**
- | | |
|--|----------|
| 1) Knowledge and application of University rules | 50 Marks |
| 2) Skill in noting and drafting | 50 Marks |
| 3) English | 50 Marks |
| 4) Knowledge of Computers with special reference to
Knowledge of word processing data analysis packages | 50 Marks |
- (C) **For promotion from Senior Assistant to Section Officer:**
- | | |
|---|----------|
| 1) Basic knowledge of the Constitution of India and
Delhi University Act, Statutes etc. | 50 Marks |
| 2) Knowledge and application of Office Procedures,
Rules & Regulations | 50 Marks |
| 3) Skill in noting & drafting | 50 Marks |
| 4) Knowledge of Computers with special reference to
Knowledge of word processing, data analysis packages | 50 Marks |



Deputy Registrar (Recruitment)

APPLICATION FOR PROMOTION TO THE POST OF
ASSISTANT/SENIOR ASSISTANT/SECTION OFFICER

1. Name of Candidate (in block letters) : _____
2. Father's /Husband's name: _____
3. Whether belongs to SC/ST/OBC/PWD : _____
4. Present Designation: _____
5. Date of joining the post of Jr. Assistant/Assistant/Sr. Assistant: _____
6. Educational qualifications: _____
7. Present place of work: _____
8. Present Scale of Pay: _____

Date: _____

(Signature)

The application of _____, who is working as Jr. Assistant/Assistant/
Sr. Assistant in this Section/Department, is forwarded to the Registrar for consideration.

Date: _____

(Signature)

Head of the Department /Division