

INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES
(University of Delhi)
B-Block, Vikaspuri, New Delhi-110018

REF/IGIPSS/2022/19/ 886

Dated: 10.01.2022

NOTIFICATION

Applications are invited from the eligible Junior Assistant (Ministerial Cadre) who have completed three years of service as on 10.01.2022 in the feeder cadre for appearing in Limited Department Examination (LDE) for Promotion to the post of Assistant (Pay Level-4) for drawing the Panel for Promotion to the posts of Assistant in terms of Recruitment Rules (Non-Teaching Employees) – 2020.

All the employees who fulfill the eligibility conditions as prescribed in the Recruitment Rules (Non-Teaching Employees) – 2020 may apply to the Principal, (Officiating) IGIPSS, B- Block, Vikaspuri, New Delhi-110018 in the prescribed application form available in the office of the P.A to Principal and the Institute's Website latest by 17.01.2022.

The date of Written Test will be announced in due course.

The Scheme of Examination for LDE is as Follows:-

A. Scheme of Examination for Promotion from Junior Assistant To Assistant:

| | TEST COMPONENTS (02 Hours) | MARKS |
|-------|---|--------------|
| (i) | Basis Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters. | 30 |
| (ii) | Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system. | 100 |
| (iii) | Skills in nothing and drafting. | 40 |
| (iv) | Knowledge of Computers with Special reference to knowledge of word processing, data analysis packages. | 30 |
| | TOTAL | 200 |

Sd/-
(Prof. SANDEEP TIWARI)
PRINCIPAL (Offg.)

Copy to:

1. Staff Notice Board.
2. Circulation among Non-Teaching Staff.
3. Section Officer (Admn.).
4. P.A., Principal Office.
5. Office File.


(Prof. SANDEEP TIWARI)
PRINCIPAL (Offg.)



दिल्ली विश्वविद्यालय
University of Delhi

4.3.8 Scheme of Examination for Limited Departmental Examination for the post of Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of Assistant through limited departmental examinations.

A. Scheme of Examination:

| | TEST COMPONENTS (02 Hours) | MARKS |
|-------|--|------------|
| (i) | Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters | 30 |
| (ii) | Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system | 100 |
| (iii) | Skills in noting and drafting | 40 |
| (iv) | Knowledge of Computers with special reference to knowledge of word processing, data analysis packages | 30 |
| | TOTAL | 200 |

Note:

1. The question paper should 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. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.