



ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)
Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002

Phone: 011-23231899

Website: <https://zhdce.ac.in/>

E-mail: zhpge.college@gmail.com

January 19, 2023

Schedule for holding written test for the post of Administrative Officer

Post	Test papers	Date and Timings
Administrative Officer	Paper-I	28.01.2023 (Saturday) *2 hours 1.00 p.m. to 3.00 p.m.
	Paper-II	28.01.2023 (Saturday) *2 hours 4.00 p.m. to 6.00 p.m.

***15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category**

NOTE:-

1. All the eligible candidates are required to report at the premise of Zakir Husain Delhi College (Evening) one hour before the schedule of examination. No entry will be entertained after the start of examination.
2. No TA / DA will be paid to the candidates.
3. The candidates are required to bring a hard copy of their complete application form having clear photo and a copy of photo I.D. card. These documents are strictly mandatory for appearing in the examination. No applicant without hard copy of application form and original & photocopy of photo I.D. card will be permitted to appear in the examination.
4. The lists of eligible candidates for appearing in written test with Roll Numbers, scheme of examination and detailed syllabus have been placed below.
5. For any additional information, the college will place corrigendum on the college website <https://zhdce.ac.in/> only.
6. Any type of electronic gadget/device including mobile phone is not allowed in the college premise.


19.1.2023

Prof. (Dr.) Masroor Ahmad Beg
Professor-Principal



ज़ाकिर हुसैन दिल्ली महाविद्यालय (सांध्य)

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Roll Numbers allotted for appearing in the written test of Administrative officers.

S.No	Form No	Name	Roll No.
1	DDN48092	Shrikant	AO-1001
2	DDN48220	Baliram Singh	AO-1002
3	DDN48468	Hilal Ahmed	AO-1003
4	DDN49329	Suman Kumar	AO-1004
5	DDN49884	Sandeep Kumar	AO-1005
6	DDN49910	Mohammad Kaish	AO-1006
7	DDN50183	Ratendra Singhjayara	AO-1007
8	DDN50365	Ajeet Singh	AO-1008
9	DDN50560	Dhanajaya Kumarchaube	AO-1009
10	DDN51006	Alok Kumarnayak	AO-1010
11	DDN51100	Ranju Latasoni	AO-1011
12	DDN51120	Manoj Kumarsingh	AO-1012
13	DDN51273	Vivek Shamjibhaiayar	AO-1013
14	DDN51632	Umer Sidiq	AO-1014
15	DDN51954	Mukesh Kumar	AO-1015
16	DDN51957	Pawar Amar Maruti	AO-1016
17	DDN52186	Gopal Krishan	AO-1017
18	DDN52190	GudigondaRaj Kumar	AO-1018
19	DDN52324	Neetesh Kumar Tiwari	AO-1019
20	DDN52325	Anant Kumardahiya	AO-1020

19.1.2023

Prof. Masroor Ahmad Beg
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Appendix-4 to the Schedule

Scheme of Examination for the posts included in the Schedule (As applicable).

(The tests as indicated in the Scheme of Examination detailed below may be computer based or otherwise. For Computer based tests, the candidates will be required to mark/type their responses including that for the descriptive papers on the computer).

4.1 Scheme of Examination for Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

4.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
MCQ Type (150 questions) Paper I	Time:2 hours*	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type Paper II	Time: 2 hours*	Max. marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

II. Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			300



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III. Syllabus:

Paper I: Test of General Studies (MCQ 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.

Paper II: 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.

Note:

1. The question paper 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. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately 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/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidates for Interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.