

**RAMANUJAN COLLEGE**  
**(University of Delhi)**  
Kalkaji, New Delhi – 110019.  
Ph- 011-26430192, Fax – 011-26421826

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Advt.No. NTS/10/2023/01

Applications are invited through **on-line** for the following permanent posts of the college.

Subject	Pay Level	No. of Post(s)	UR	OBC	SC	ST	PwD
Director Physical Education.	Academic Pay Level - 10	01	01	-	-	-	-
Senior Personal Assistant	Level -7	01	01	-	-	-	-

UR-Unreserved, OBC-other Backward Classes, SC-Schedule Caste, ST-Schedule Tribe, PwD - Persons with Disability (Visually Handicapped)

Candidates fulfilling the eligibility criteria may fill the online Application Form available on the college website [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in). For qualifications and other details, please visit the College website [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in). **The last date of submission of online application is two weeks from the date of publication of this advertisement in the Employment News.**

Any addendum/corrigendum shall be posted only on the college website.

Sd/-  
(Principal)



**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:**

**Director Physical Education Eligibility (A or B) :-**

**(A)**

**(i)** A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

**(ii)** Record of having represented the University/ College at the inter-university/ inter collegiate competitions or the State and/ or national championship.

**(iii)** Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or who have been awarded a Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or 2016 and their amendments from time to time as the case may be.

Provided that the award of degree to candidates registered for the Ph.D. Programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By-laws/ Regulations of the Institution awarding the degree. All such Ph.D., candidates shall be exempted from the requirement of the NET for recruitment and appointment of Assistant Professor or equivalent positions in University/ College/ Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in the regular mode.
- b) The Ph.D. thesis has been evaluated by at least two external examiners.
- c) An open Ph.D. viva voice of the candidate has been conducted.
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a referred journal.
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conference/ seminars sponsored/ funded/ supported by the UGC/ICSSR/ CSIR or may similar agency.

Note: (i) The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.

**(iv)** Passed the physical fitness test conducted in accordance with these Regulations.

**(B)**

An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

**Physical Fitness Test Norms:-**

a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

<b>Norms for Men</b>			
12 minutes Run/Walk Test			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 meters	1500 meters	1200 meters	800 meters

<b>Norms for Women</b>			
8 minutes Run/Walk Test			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 meters	800 meters	600 meters	400 meters

**2 SENIOR PERSONAL ASSISTANT: Age Limit - 35 years.**

**Essential Qualification:**

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.

**3. Skill test norms**

- (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
- (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

**Desirable:**

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

### **Instructions for filing online application form**

1. The candidates are instructed read carefully the detailed instructions before filing the online form.
2. College will accept the application form through online mode only. Applications other than online mode will not be accepted and rejected summarily.
3. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered.
4. Before filling the online form, the following should be kept ready
  - Scanned photograph
  - Valid e-mail ID
  - Valid mobile no
  - Scanned Documents
5. Field with (\*) marks are mandatory and essential to be filled in by the candidate.
6. A separate online form has to be submitted for each post.
7. The date of interview will be notified on the college website. Interview call letter will not be sent by Post. Candidates are required to check the college website on regular basis.

## **GENERAL INSTRUCTIONS TO THE CANDIDATES:-**

- 1 Selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc. The scheme of Examination is available on the University of Delhi website [www.du.ac.in](http://www.du.ac.in). Also please note that there will be no interview for the post of Senior Personal Assistant, since it is a Group-B position, and the Government had abolished the interview upto Group-B position. However there will be an interview for the Director, Physical Education post after qualifying written and skill test.
- 2 The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.
- 3 Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.
- 4 All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
- 5 The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- 6 The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
- 7 The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- 8 The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them. One time exemption available to those who have put put at least one year of services.
- 9 The upper age limit for the posts advertised shall be determined as on last date of submission of application.
- 10 All candidates should have fulfilled the minimum eligibility (education qualifications and experience) on the closing date of submission of application.

- 11 Application fee should be submitted through online mode only as per the details given below:-

**Director Physical Education**

Category	Fee
UR/EWS/OBC	Rs. 1500/-
SC/ST/Female/PwBD	Rs. 750/-

**Senior Personal Assistant**

Category	Fee
UR/EWS/OBC	Rs. 1000/-
SC/ST/Female/PwBD	Rs. 500/-

- 12 An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
13. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.
- 14 Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
- 15 Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
- 16 Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
- 17 The number of posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
18. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in). Only such persons would be eligible for reservation in services / posts under VH / OH / HH categories who suffer from not less than 40% of disability.

- 19 Candidates called for written test/skill test etc. shall do so at their own expenses. No. TA/DA shall be paid.
- 20 Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
- 21 A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
- 22 Please note that all future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
- 23 Admits Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website (**[www.ramanujacollege.ac.in](http://www.ramanujacollege.ac.in)**)
- 24 Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.
- 25 The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
- 26 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.
- 27 The eligible and interested persons are required to apply on-line on the college **website [www.ramanujacollege.ac.in](http://www.ramanujacollege.ac.in)**. Applications other than on-line mode, will not be accepted. Candidate may keep the copy of his/her form for future reference.
- 28 The last date of submission of online application form is two week from the date of publishing of this advertisement in Employment News.
- 29 In order to avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any network problem or any other such type of problem.

Sd/-  
Principal







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UNIVERSITY OF DELHI

Ref.: No. Estab.IV/UGC Regulation 2018/2023/103

Dated: 14.02.2023

NOTIFICATION

Scheme of Examination to shortlist the candidates for direct recruitment of Assistant Director Physical Education / Deputy Director Physical Education in the University and Director Physical Education in Colleges.

It is hereby notified in accordance with the Executive Council Resolution No. 45 dated 08.12.2022, following shall be the scheme of examination for shortlisting of candidates for direct recruitment of Assistant Director Physical Education / Deputy Director Physical Education.

**A. Scheme of the Examination:**

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 400 marks (100 questions)
Total Marks		400 marks

\*45 minutes extra would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category

**B. Test components:**

TEST COMPONENTS			DURATION: 2 hours	
			NO. OF QUESTIONS	MARKS
(i)	Concepts, Practices, Rules and Regulations Pertaining to the Universities, Other Higher Educational Institutions and Regulatory Authorities	Part – I	30	120
(ii)	Domain Knowledge and Knowledge about practice of Sports and Sports Coaching.	Part – II	70	280
<b>TOTAL</b>			<b>100</b>	<b>400</b>

Note:

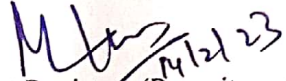
1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.

*M. K. S.*  
14/2/23



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UNIVERSITY OF DELHI

2. All the questions 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 written 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. If the number of candidates qualifying the written test is more, then a minimum of 30 candidates for the first vacancy and 15 candidates for every additional vacancy, in each category, shall be called for interview in order of their ranks in the merit list prepared on the basis of result of the written test.
4. The marks awarded to the candidates in the written test shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.

  
Joint Registrar (Recruitment)

3. Scheme of Examination for direct recruitment to the post of PRIVATE SECRETARY (Post Code: P0701), SECURITY OFFICER (Post Code: P0702), YOGA ORGANIZER (Post Code: P0703), SENIOR PERSONAL ASSISTANT (Post Code: P0704), NURSE (Post Code: P0600), ASSISTANT MANAGER (GUEST HOUSE) (Post Code: P0601), ASSISTANT SECURITY OFFICER (Post Code: P0604), HINDI TRANSLATOR (Post Code: P0606), PERSONAL ASSISTANT (Post Code: P0607), SOCIAL WORKER (Post Code: P0609), PHYSIOTHERAPIST (Post Code: P0610), X-RAY TECHNICIAN (Post Code: P0611), HORTICULTURIST (Post Code: P0612)

**A. Scheme of the Examination:**

	Type of Examination	Time:	Max. marks:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	3 hours*	200 marks
<b>Skill Test</b>	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks</b>			<b>500</b>

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



**B. Test components:**

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

Paper-II	TEST COMPONENTS	DURATION: 3 hours
		MARKS
	Descriptive Type	200
	<b>TOTAL</b>	<b>200</b>

**C. Syllabus:****Paper - I:**

- (i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of English/Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

## **Paper - II:**

**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 and on the following subjects:

<b>Topic</b>	<b>Marks allocated</b>
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

### **D. Skill Test:**

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

#### **Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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 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 the purpose of shortlisting the candidates for skill test.
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 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.