



RAMANUJAN COLLEGE
Accredited Grade 'A' By NAAC
(University of Delhi)
Kalkaji, New Delhi-110019

NOTICE

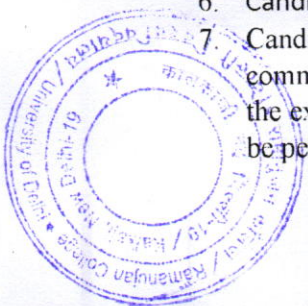
The college is going to conduct the written examination for the post of Administrative Officer as per the detail given below:

S. No	Name of Post	Date of Examination	Timing of Examination	Examination Centre
1	Administrative Officer	29-08-2021 (Sunday)	Paper -I (MCQ) Test of General Studies (150 questions) Time: 2 hrs 10:00 am to 12:00 Noon Paper – II (Descriptive Type) Educational Administration and Management. Time : 2 hrs 01:00 pm to 03:00 pm	Ramanujan College Kalkaji, New Delhi- 110019

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

The following are the important instructions to be followed by the candidates before appearing in the above mentioned written examination

1. Admit cards for written examination will be available online. Admit Cards will not be sent by the college through post (DAL). Candidates are requested to download his/her Admit Card having Roll No. of candidate from the college website www.ramanujancollege.ac.in under section "Vacancies & Notice" for appear in the Written Examination.
2. The list of eligible candidates for the written examination is available on the college website www.ramanujancollege.ac.in
3. The Candidate must bring with them one of the identity proof (in Original) i.e. PAN Card Voter ID card. Driving License. Aadhar Card etc. Candidates are advised to retain the copy of Admit Card for their records.
4. **As per the government instruction** for Covid-19, every candidate is required to carry a face mask, hand sanitizer and water bottle with them.
5. Only candidates with normal body temperature will be allowed to enter the examination centre.
6. Candidates are requested to bring with them Ball Pen (Blue or Black) for the Written Examination.
7. Candidates should be present in the Examination hall at least half an hour before the commencement of Examination and they shall not be allowed to leave the examination hall until the exam is over. Candidate arriving after 15 minutes of commencement of examination shall not be permitted to enter the examination hall.





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8. The candidates should not be permitted to appear in the examination if they do not bring the admit card as well as his/her identity proof.
9. The candidate should follow the instruction given by the invigilator at all the stages of the examination. Watchers, Calculator, mobiles phones, log tables, electronic gadgets, Blank or printed paper, written chits, note book etc. are not allowed in the Examination hall
10. Answer sheet and Question paper will be supplied in the examination hall No candidate will be allowed to leave the examination hall without handing over his question booklet and Answer sheet to the invigilator on duty. Any candidate who does not handover his/her Answer sheet and Question booklet or is found to attempt to take Answer Sheet and Question booklets out of the Examination Hall shall be disqualified and strict action shall be taken against his/her as per the rules.
11. Both the papers (paper-I & Paper-II) are compulsory. Candidate who do not appear in Paper-I, shall not be allowed in Paper-II.
12. 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.
13. 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.
14. The minimum overall qualifying marks for Paper I and Paper II 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.
15. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
16. 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
17. The college will provide the writer if needed in the written examination
18. 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.

