



RAMANUJAN COLLEGE

University of Delhi
Kalkaji, New Delhi-110019

Ref. No. RC/2017-18/02/1267

16th February, 2018

NOTICE

The college is going to conduct the Written Examination for the post of Section Officer as per the detail given below:-

S. No.	Name of the Post	Date of Examination	Timings of Examination	Examination Centre
1	Section Officer	04.03.2018 (Sunday)	Multiple Choice Question (MCQ) Paper - I (02 hours) 10.00 A.M. to 12.00 P.M. Descriptive Paper - II (03 hours) 01.00 P.M. to 04.00 P.M.	Ramanujan College Kalkaji, New Delhi-110019

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 (DAK). Candidates are requested to download his/her Admit Card having Roll No. of candidate from the college website www.rcdu.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.rcdu.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. The eligible candidates have been also informed about the date of written examination through their email mentioned by them in their application.
5. Candidates are requested to bring with them Ball Pen (Blue or Black) for the Written Examination.
6. Candidates should be present in the Examination hall at least half an hour before the commencement of the 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.
7. 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.
8. The candidate should follow the instruction given by the Invigilator at all the stages of the examination. Watches, Calculator, mobile phones, log tablets, electronic gadgets, blank or printed paper, written chits, note books etc. are not allowed in the Examination hall.

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::2::

9. Answer Sheet and Question papers 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 booklet out of the Examination Hall shall be disqualified and strict action shall be taken against his/her as per the rules.
10. Both the papers (Paper - I & Paper - II) are compulsory. Candidate who do not appear in Paper - I, shall not be allowed in Paper - II.

Test Components:

Paper - 1	Test Components	Duration : 3 hours	
		No. of Questions	Marks
(i)	General Awareness	30	60
(ii)	Reasoning Ability	40	80
(iii)	Mathematical Ability	40	80
(iv)	Test of Language English or Hindi	40	80
	Total	150	300

Paper - II	Test Components	Duration : 3 hour
		Marks
	Descriptive Type	200
	Total	200

11. There shall be negative marking for wrong answers in Paper 1 to the tune of 1/4th of marks allocated per question.
12. The minimum qualifying marks for Paper 1 and Paper II separately shall be 45% for the unreserved post.
13. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-1.
14. Merit shall be drawn only for candidates who qualify Paper 1 and Paper II separately. The merit shall be drawn on the basis of combined scores of both the papers.
15. No T.A/D.A. shall be paid by the college for appearing the Written Examination.
16. In case of any problem or enquiry regarding examination please contact to the college phone no. 011-26430192 (Extn. No. 103 or 102).


PRINCIPAL

Principal
Ramanujan College
(University of Delhi)
Kalkaji, New Delhi-110019