



KALINDI COLLEGE  
(University of Delhi)



कालिन्दीमहाविद्यालय  
(दिल्लीविश्वविद्यालय)

NAAC ACCREDITED 'A+' GRADE COLLEGE

KC/

28.12.2023

## NOTICE

**ALL THE CONCERNED  
PLEASE NOTE THAT THE  
LAST DATE OF FILLING UP  
OF APPLICATION FORMS  
FOR THE POST OF NON-  
TEACHING STAFF IS  
19.01.2024.**

Sd/-

**OFFG. PRINCIPAL**

**Information Brochure  
and  
Guidelines  
For filling of Application Form  
For recruitment of  
Non-Teaching position in  
Kalindi College**



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## **Section A :-**

### **Advertisement Number – KC/Advt/NTS/2023-24/01**

Kalindi College invites online applications on the link <http://dunt.uod.ac.in> for Non-Teaching Post, to be filled on permanent basis, as per VIIth CPC against the post mentioned below with usual allowance as per rules of University of Delhi/UGC from time the time.

Sl. No	Name of the Post	Pay Level	Age Limit	No. of Posts	Category of the Post				
					UR	OBC	SC	ST	PwBD
1.	Administrative Officer	10	35	01	01	----	----	----	----

UR- Unreserved, OBC-Other Backward Classes, SC-Schedule Caste, ST – Schedule Tribe (\*Pay Scale as per 7<sup>th</sup> Pay Commission)

Candidates fulfilling the eligibility criteria may fill online Application Form

For qualifications and other details, please visit the college website [www.kalindi.du.ac.in](http://www.kalindi.du.ac.in). The last date of submission of application form is 19.01.2024.

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

**Sd/-**

**Offg. Principal**

## **Section B:-**

### **Important Date and Fee Details**

Last Date of Submission of Application Form	<b>21 days from the date of advertisement in Employment Newspaper i.e. 19.01.2024</b>	
Fee Payable by Candidate	General/Unreserved	Rs. 500/- (Non-refundable)
	*OBC(NCL)/EWS	Rs. 400/- (Non-refundable)
	SC/ST	Rs. 300/- (Non-refundable)
	PwBD & Female candidates	<b>Exempted from payment</b>
Date and Time of Examination	To be announced later on college website i.e. <a href="http://www.kalindi.du.ac.in">www.kalindi.du.ac.in</a>	
Duration of Examination	As mentioned in the Scheme of Examination mentioned in the Information Brochure	
Information regarding Admit Card	To be announced later on college website i.e. <a href="http://www.kalindi.du.ac.in">www.kalindi.du.ac.in</a>	

**[\*OBC-NCL (Other Backward Classes) – NCL (Non-Creamy Layer) as per the Central list of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in>) may mention OBC-NCL (central list) must choose Unreserved / General]**

**Section C:-**

**Detail of Posts and Qualification:-**

**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW**

**ESSENTIAL QUALIFICATIONS FOR NON -TEACHING POSTS**

**1. Administrative Officer**

**Essential:-**

(a) Good Academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% of relaxation in marks of SC//ST/PwD ST category).

**Desirable:-**

(a) At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department / University / Educational or Research Institute / teaching and/or Research Experience along with proven Administrative Capabilities.

(b) LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D. qualification.

College reserves the right to fill or not to fill the above mentioned post. Eligibility criteria and qualification are as per the University of Delhi / UGC norms. The fee is non-refundable.

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

Sd/-

**Offg. Principal**

## **Section D:- SCHEME OF EXAMINATION**

### **1. Scheme of Examination for Direct Recruitment to the post of 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 Administrative Officer by Direct Recruitment:

#### **I. Scheme of the Examination:**

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

\*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:**

<b>COMPONENTS</b>		<b>Duration : 2 hours each</b>	
		<b>No. of Questions</b>	<b>Marks</b>
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
<b>Total</b>			<b>300</b>

#### **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 post, the merit list would be restricted to 30 times the advertised post 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.

**Section E:-GENERAL CONDITIONS FOR THE APPLICANTS**

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. Link to fill the Application form is <http://dunt.uod.ac.in>
3. College shall conduct the written test for the post as prescribed by University of Delhi.

4. The candidates applying under PwD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.
5. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel & 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)
6. The reservation for applicants from OBC (non-creamy layer), SC, ST and Persons with Disability (PwD) categories will be applicable as per University rules. Applicants seeking reservation benefits available for SC/ST/OBC/PwD categories must attach the necessary documents justifying the claim of respective reservation as per Govt. of India list/rules/norms.
7. Candidates belonging to SC/ST/OBC/PwD Categories must attach copy of certificates issued by the competent authority in the prescribed format as stipulated by Government of India. For Candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section.
8. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
9. Age relaxation will be allowed as per the extant guidelines of University of Delhi.
10. Those who are in employment with state/Central Govt/PSU, must submit a **"NO OBJECTION CERTIFICATE"** from the employer at the time of submission of application / verification of documents. Failure to submit NOC by due date will lead to cancellation of candidature.
11. Canvassing in any form will be treated as disqualification.
12. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected.
13. 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.
14. The College reserves the right not to fill up the post advertised, if the circumstances so warrant without assigning any reason.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

16. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
17. The College shall not be responsible for any delay due to technical reasons.
18. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
19. 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 candidate 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.
20. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
21. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application, they shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multi stage document verification as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
22. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents.
23. The last date for receiving of application will be twenty one days from the date of publication of the advertisement in Employment News i.e. 19.01.2024.
24. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify/withdraw/cancel any communication made to the candidate.
25. In case of any query, the candidate may send the email to [ntsrecruitment2024@kalindi.du.ac.in](mailto:ntsrecruitment2024@kalindi.du.ac.in)

Sd/-  
**Offg. Principal**