

LAKSHMIBAI COLLEGE
UNIVERSITY OF DELHI

NOTICE

20/03/2026

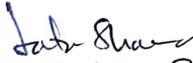
It is hereby notified to all eligible internal candidates that the following vacancies are lying vacant in the college which needs to be filled through Limited Departmental Competitive Examination basis. The other details regarding vacancies are being given below:

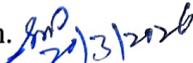
Details of post to be filed on LDE basis.

Sl. No.	Name of the Post	No. of Posts	Category	Mode of Rect.
1.	Section Officer	01	PwD (VI)	LDE
2.	Junior Assistant/ Caretaker	01	PwD (HI)	LDE

The Eligible candidates who meet the eligibility criteria can submit their application on plain paper alongwith their (a) updated bio-data (b) progress of the work handled by them at their desk and other desks and (c) any other detail which is helpful in adding to their skills at desk latest by 30/03/2026 to the Principal office, Lakshmibai College upto 5.00 P.M.

The date of written test will be notified later on. The eligibility criteria & scheme of examination is being attached with notice as per Annex. 1 & Annex. 2. The eligible candidates are required to apply by stipulated date and time.


Prof. (Dr.) Lata Sharma
Principal (Officiating)

- (1) Administrative Officer  20/03/26
- (2) Admin.  20/03/2026
- (3) Section Officer (Accounts) -  20/03/26
- (4) Library  20.03.2026
- (5) Principal Office - 



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

ANNEXURE - I

REVISED NOTIFICATION

Subject: Recruitment Rules and Scheme of Examination for various Non-Teaching Posts in the University of Delhi

In continuation of the Notification Ref. No. R&P/047/2018/RR(NTS)/2025/102 dated 29.05.2025, and in line with the approval of the Executive Council of the amendments therein in its meeting held on 12.07.2025, the Recruitment Rules and Scheme of Examination for the following non-teaching posts in the University of Delhi as approved by the Competent Authority are notified herewith for the information of all the stakeholders.

I. Non-Teaching Posts:

1. Deputy Registrar / Deputy Finance Officer / Deputy Controller of Examination
2. Section Officer
3. Junior Assistant
4. Multi-Tasking Staff
5. Internal Audit Officer (on deputation only)
6. Statistical Officer
7. Statistical Assistant
8. Private Secretary
9. Personal Assistant
10. Stenographer
11. Professional Assistant
12. Semi-Professional Assistant
13. Library Assistant
14. Library Attendant
15. Legal Assistant
16. Senior Technical Assistant
17. Senior Technical Assistant (Computers)
18. Senior Technical Assistant (German/French/Russian)
19. Technical Assistant
20. Technical Assistant (Computers)
21. Laboratory Assistant
22. Laboratory Attendant
23. Hindi Officer
24. Senior Hindi Translator
25. Junior Hindi Translator
26. Dispatch Rider/Driver



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

27. Sports Coach
28. Tabla Accompanist
29. Pakhawaj Player
30. Sarangi Accompanist
31. Violin Accompanist
32. Mridangam Accompanist
33. Harmonium Accompanist
34. Tanpura Accompanist

II. The Scheme of Examination is for the following posts:

1. Deputy Registrar/Deputy Finance Officer /Deputy Controller of Examination, Section Officer, Junior Assistant and Multi-Tasking Staff
2. Statistical Officer and Statistical Assistant
3. Private Secretary, Personal Assistant and Stenographer
4. Professional Assistant, Semi-Professional Assistant, Library Assistant, Library Attendant
5. Senior Technical Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant
6. Hindi Officer, Senior Hindi Translator and Junior Hindi Translator
7. Dispatch Rider/Driver
8. Sports Coach
9. Tabla, Sarangi, Violin, Mridangam, Harmonium, Tanpura Accompanists, Pakhawaj Player



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Section Officer
2.	No. of Posts	117
3.	Classification	Group B, Ministerial
4.	Scale of Pay Pay Band Grade Pay	Pay Level 07
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Senior Assistant Assistant or equivalent in Pay Level 6 or eight years as Assistant UDC or equivalent in Pay Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in the same Pay Level or equivalent pay in any reputed Private companies/ bank with annual turnover of minimum Rs.200/- Crores or more. iii) Proficiency in computer operations, noting and drafting.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9.	Period of Probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	50% by Promotion from the cadre of Senior Assistant based on seniority cum fitness 50% by Limited Departmental Examination failing which by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: 05 years of regular service from the feeder grade of Senior Assistant/Legal Assistant in Pay Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). Limited Departmental Examination 03 years of regular service from the feeder grade of Senior Assistant/Legal Assistant in Pay Level 6 subject to qualifying with academic qualification as in Col.7 above. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). The candidates considered for promotion through seniority-cum-fitness or Limited Departmental Examination should have undergone one week of training program in administrative and financial skills conducted by a College/University or any other training institution.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

		Deputation: Officers holding analogous post on regular basis or with three years regular service in Pay Level 6 or equivalent in the Central State Govt. Universities or autonomous organisations and possessing Bachelor's degree as prescribed for direct recruits at Col.7 above.
12.	Composition of DPC or Selection Committee	As per Appendix-I Appendix-I, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Junior Assistant
2.	No. of Posts	317
3.	Classification	Group C, Ministerial
4.	Scale of Pay Pay Band/Grade Pay	Pay Level 02
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection for Col. 10 (ii) Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (iii) Proficiency in Computer Operations.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 who possess Senior Secondary (10+2) or equivalent qualification and have completed minimum three years regular service in the grade, on the basis of the departmental qualifying examination as per scheme specified iii) Promotion: 5% of the vacancies shall be filled on seniority cum-fitness basis from Group 'C' (MTS) employees who have completed minimum five years regular service in post(s) in Pay Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent, after qualifying the type test. Failing which by Direct Recruitment (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). For Colleges 75% Direct Recruitment 25% Limited Departmental Examination. Failing which by Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	As in Column No. 10
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय University of Delhi

4.3.6 Scheme of Examination for Limited Departmental Examination for the post of Section Officer

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Section Officer** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

Note:

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 minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



दिल्ली विश्वविद्यालय University of Delhi

4.3.9 Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Junior Assistant** through limited departmental exams.

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2hours	100 marks (100 questions)
Paper-II	Essay in English or Hindi	1 hour	100
Total Marks			200

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
TOTAL		100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay in English or Hindi	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test*

* PwBD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

Exemption from qualifying the typing test:

The genuine attempts for exemption from qualifying the typing test on computer after attaining the age of 45 years for the purpose of promotion to the post of Junior Assistant under 25% quota reserved for Multi Tasking Staff (erstwhile Group-D employees) will be determined as follows-

“A minimum typing speed of 15 w.p.m on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”



दिल्ली विश्वविद्यालय University of Delhi

Note:

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.