



राजधानी कॉलेज
(दिल्ली विश्वविद्यालय)
RAJDHANI COLLEGE
(UNIVERSITY OF DELHI)

☎ २५६३०७५२
☎ : 25930752

राजा गार्डन, रिंग रोड,
नई दिल्ली- 110015

Raja Garden, Ring Road,
New Delhi-110015

संदर्भ :

Ref. No. : RC/RG/152/A.0/2521

NOTIFICATION

दिनांक

Dated 13.03.2026

It is notified that the schedule of written examination for the post of Administrative Officer published vide Advertisement No. RC/RG/152/Non-Teaching/2024/03 dated 13.09.2024 is as follow:

S.No.	Name of the post	Paper	Reporting Time	Timing of Examination	Date of Examination	Centre of Examination
I	Administrative Officer	Paper-I	10:00 A.M	11:00 A.M. to 01:00 P.M	22.03.2026	Rajdhani College
		Paper-II		02:00 P.M. to 04:00 P.M		

1. The applicant shortlisted for written examination must ensure that he fulfills the essential qualification prescribed for the post.
2. No TA/DA will be paid for the exam.
3. The College reserves the right to reject the application/ disqualify the candidature, in case the candidate is found ineligible at any stage of the recruitment.
4. Candidates are advised to regularly check the college website for any updates or further instructions.
5. The candidate is required to carry Aadhar Card/ Pan Card/ Driving License in Original alongwith a copy of the same.
6. The list of provisionally shortlisted candidate for written examination is attached.

Prof. Darshan Pandey
13/3/26
Prof. Darshan Pandey
राजधानी कॉलेज (दिल्ली विश्वविद्यालय)
Principal
Rajdhani College (University of Delhi)
राजा गार्डन, नई दिल्ली-110015
Raja Garden, New Delhi-110015

RAJDHANI COLLEGE: RAJA GARDEN: NEW DELHI-110015

(UNIVERSITY OF DELHI)

List of shortlisted candidate for written examination for the post of Administrative Officer

S.No	Application No.	Name
1	RJ/NTS/24/AO/00045	MOPURI SREENIVASULA REDDY

Prof. Darshan Pandey
13/3/26
Prof. Darshan Pandey
Principal
राजधानी कॉलेज (दिल्ली विश्वविद्यालय)
Rajdhani College (University of Delhi)
Raja Garden, नई दिल्ली-110015
Raja Garden, New Delhi-110015



दिल्ली विश्वविद्यालय
University of Delhi

Appendix-4 to the Schedule

Scheme of Examination for the posts included in the Schedule (As applicable).

(The tests as indicated in the Scheme of Examination detailed below may be computer based or otherwise. For Computer based tests, the candidates will be required to mark/type their responses including that for the descriptive papers on the computer).

4.1 Scheme of Examination for Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

4.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ 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 Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

I. Scheme of the Examination:

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

*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:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			300



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 posts, the merit list would be restricted to 30 times the advertised posts 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.