



नागालैण्ड विश्वविद्यालय

NAGALAND UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जुन्हेबोटो (नागालैण्ड), पिन कोड - 798627

Headquarters: Lumami, Dist. Zunheboto (Nagaland), Pin Code-798 627

NO.NU/GEN—ESTT-1/VOL-II/2015- 2557

Date: 21.08.2024

NOTIFICATION

This is for general information to all Non-Teaching employees that the Departmental Promotion Exam (DPE) shall be conducted on 25th Sept. 2024 at Nagaland University Lumami for various posts as per details given below-

Sl. No	Name of Post	Current Vacancy	Paper as per Syllabus	Time	Eligibility
1	Section Officer	1	Paper-I	10.00 am to 12.00 Noon	In-service Assistants with at least 3 years of regular service
			Paper-II	12.30 pm to 2.00 pm	
			Paper-III	2.30 pm to 4.30 pm	
2	Assistant	1	Paper-I	10.00 am to 12.00 Noon	In-service UDCs with 3 years of regular service
			Paper-II	12.30 pm to 2.00 pm	
			Paper-III	2.30 pm to 4.30 pm	
3	UDC	1	Paper-I	10.00 am to 12.00 Noon	In-service LDCs with 3 years of regular service
			Paper-II	12.30 pm to 2.00 pm	
			Paper-III	2.30 pm to 4.30 pm	
4	LDC	1	Computer Typing Test (35 words/ minutes for 10 minutes)	2.00 pm to 2.30 pm	In-service Group 'C'/MTS in Pay Matrix Level 1 with 3 years regular service with HSLC or equivalent from a recognized Board
5	Semi Professional Assistant	1	Paper-I	10.00 am to 12.00 Noon	In-service Library Assts with 3 years regular service possessing BLI Sc/ B. Lib.
			Paper II	12.30 pm to 2.00 pm	
			Paper-III	2.30 pm to 4.30 pm	
6	Private Secretary	NIL	Stenography Test & Typing	10.00 am to 10.45 am	In-service Personal Assistants with 3 years of regular service
7	Personal Assistant	1	Stenography Test & Typing	11.00 am to 11.45 am	In-service stenographers with 3 years of regular service

Interested eligible employees desiring to appear at the DPE should convey their intent to the undersigned by 5th Sept 2024 positively. No individual intimation shall be sent to any employee in this respect.

Encl: Detailed Syllabus


(Dr. ABEMO)
Registrar



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Copy to:-

1. The A.R to V.C for information of the Vice Chancellor, N.U, Lumami.
2. The PVC, Nagaland University, Kohima Campus, Meriema/Medziphema Campus for information.
3. All Deans, Nagaland University for information.
4. The Finance Officer, Nagaland University for information.
5. The COE, Nagaland University for information.
6. All Heads of depts/ Section Controlling Officers, Nagaland University, for onward information to staff under their respective depts/sections.
7. The System Admin, Nagaland University Lumami, with a request to upload on the University website.
8. Notice Board.
9. Office copy.


(Dr. ABEMO)
Registrar

SYLLABUS FOR DEPARTMENTAL EXAM

(V) SYLLABUS FOR DEPARTMENTAL EXAM TO THE POST OF SECTION OFFICER

Total Marks : 300 Qualifying marks-- 120

Sl. No.	Subject	Full Mark
1.	English, Drafting and Noting	100
2.	NU Statutory Rules	100
3.	Administrative Rules & Financial Rules	100

Details of Syllabus

Detailed syllabus for the above-mentioned paper shall be as follows :

1. **English and Drafting/Noting skills**
 - a) Grammar
 - b) Comprehension
 - c) Composition
 - d) Essay Writing
 - e) Précis
 - f) Letter Writing
 - g) Drafting of letters, notings etc.
2. **NU Statutory Rules**
 - a) Acts & Statutes
 - b) Ordinances
 - c) Rules and regulations
3. **Administrative Rules & Financial Rules**
 - a) CCS Conduct Rules
 - b) CCS(CCA) Rules Chapter 10
 - c) LTC Rules
 - d) General Financial Rules, ~~2017~~ Chapter 6, 7, 8
 - e) Receipts and Payment Rules Part III Section I

20.08/11/12

Received

DEPARTMENTAL EXAM

(VI) ASSISTANT

Total marks : 300, Qualifying marks: 120

Sl. No.	Subject	Marks
1.	Statutory Rules	100
2.	Administrative Rules & Financial Rules	100
3.	English & Drafting/Noting skills	100

Details of Syllabus :

1. **Statutory Rules**
 - a) Nagaland University Act & Statutes
 - b) Nagaland University Ordinances
2. **i) Administrative Rules**
 - a) CCS Conduct Rules
 - b) Medical Attendance Rules
 - c) CCS(Leave) Rules, 1972

ii) Financial Rules

 - a) GPF(Central Service) Rules, 1960
 - b) CCS (Pension) Rules, 1972 & New Pension Scheme
 - c) TA Rules
 - d) LTC Rules
 - e) General Rules on Pay and Allowance
3. **English and Drafting/Noting skills**
 - a) Simple Grammar- Objective type
 - b) Précis writing
 - c) Drafting of letters, notings etc.

24/11/12
Recd

DEPARTMENTAL EXAM

(VII) UPPER DIVISIONAL CLERK (UDC)

Total marks : 300, Qualifying marks: 120

Sl. No.	Subject	Marks
1.	Statutory Rules	100
2.	Administrative Rules & Financial Rules	100
3.	English & Drafting/Noting skills	100

Details of Syllabus :

1. **Statutory Rules**
Nagaland University Act and Statutes
2. **i) Administrative Rules**
 - a) CCS Conduct Rules
 - b) CCS(Leave) Rules, 1972**ii) Financial Rules**
 - a) Pay Rules
 - b) TA Rules
 - c) LTC Rules
3. **English and Drafting/Noting skills**
 - a) Simple Grammar- Objective type
 - b) Précis writing
 - c) Drafting of letters, notings etc.

(VIII) SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY / SENIOR PERSONAL ASSISTANT

- English Stenography :
- i) 120 words per minute for 3 minutes dictation given by an expert in English Stenography
 - i) 10 minutes for reconciliation.
 - ii) 30 minutes for typing.
 - iii) Maximum permissible error : 10%

NOTE : There will be a provision for relaxation in qualifying marks in the departmental promotion examination or lowering the standard of evaluation where there are clear reserved posts against the categories of SC/STs.

However, the percentage of relaxation will be the sole discretion of the appointing authority, in effecting the selection/appointment of the reserved post i.e. SC/ST vide GOI DOPT. OM No. 36012/23/96-Estt (Res) Vol. II dt. 3.10.2000.

D. 30/11/12 *Rawal*

(IX) SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF PERSONAL ASSISTANT

- English Stenography : i) 100 words per minute for 5 minutes dictation given by the expert in English Stenography.
- ii) 10 minutes for reconciliation.
- iii) 30 minutes for typing.
- iv) Maximum permissible error : 10%

NOTE : There will be a provision for relaxation in qualifying marks in the departmental promotion examination or lowering the standard of evaluation where there are clear reserved posts against the categories of SC/STs.

However, the percentage of relaxation will be the sole discretion of the appointing authority, in effecting the selection/appointment of the reserved post i.e. SC/ST vide GOI DOPT. OM No. 36012/23/96-Estt (Res) Vol. II dt. 3.10.2000

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SYLLABUS FOR DEPARTMENTAL EXAM: LIBRARY SERVICES

SEMI PROFESSIONAL ASSISTANT (SPA)

Total Marks: 300 Qualifying Mark: 120

Paper	Subject	Full Mark	Duration
I	Section A: General English/Drafting & Noting Skills	75	2 Hrs
	Section B: Computer Knowledge	25	
II	Statutory Rules (NU Acts & Statutes)	100	1 ½ Hrs
III	Library Organisation and Administration i. Library in Society, Concept and Role ii. Type of Libraries iii. Laws of Library Science iv. Library Cooperation v. Professional organisations vi. Library House Keeping Organisations vii. Stock Verification viii. Conservation and Preservation of Library Materials	100	2 Hrs