

**SWAMI SHRADDHANAND COLLEGE  
(UNIVERSITY OF DELHI)  
ALIPUR, DELHI- 110036**

Dated-22.07.2025

**NOTICE**

**NOTICE OF PRELIMINARY WRITTEN EXAMINATION FOR  
APPLICANTS TO THE POST OF ADMINISTRATIVE OFFICER**

This is to inform all applicants who applied for the post of **Administrative Officer** with reference to advertisement No. SSC/NT-AD/2025-26/292 dated 07.05.2025, that the Preliminary written examination is scheduled to be held on **27<sup>th</sup> July 2025** at Swami Shraddhanand College (Old Campus), University of Delhi, Alipur, Delhi- 110036. All the candidates who have applied till last date of receipt of applications are called for **PRELIMINARYWRITTEN TEST.**


Admit cards of all the candidates who have applied are being released. The candidates are advised to **log in to their application portal and download their Admit Cards.** It is mandatory to bring the following on the day of the examination.

- **Reporting Time 10.00 A.M.**
- A printed copy of the Admit Card
- A valid photo ID proof (Aadhaar Card, Voter ID, Passport, Driving License, etc.)
- No electric /electronic device is allowed in the centre. Only pen/ pencil can be taken along with ID proof and admit card.

**IMPORTANT INSTRUCTIONS:-**

- The candidature is provisional and is subject to verification of the minimum eligibility criteria as per University recruitment rules for the advertised post.
- The candidates must ensure their eligibility regarding age, qualification, experience etc. The candidates are allowed to appear in exam without scrutiny of eligibility criteria.
- Appointment shall be subject to approval of competent authority.
- Age relaxation shall be as per Govt. of India/ Delhi University rules. Final verification regarding eligibility will be ensured by the college at the time of appointment.
- The college reserves the right to cancel the candidature at any stage if the eligibility criteria are not met or if any discrepancy is found in the claims related to qualifications or other requirements.
- No request for change in examination date or centre will be entertained.
- No TA/DA shall be paid to the candidates.

Candidates are advised to regularly check the college website ([www.ss.du.ac.in](http://www.ss.du.ac.in)) and their application portal for any updates or further instructions.

  
(Prof. Parveen Garg)  
Principal

Copy to: College web site