

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली-110039

दूरभाष : 27751317



Aditi Mahavidyalaya

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telephone : 27751317

Ref. No. AM/2025/229

Dated 17-2-25

INFORMATION BROCHURE  
&  
GUIDELINES  
FOR FILLING OF APPLICATION FORM  
FOR RECRUITMENT OF NON-TEACHING POSITIONS IN  
ADITI MAHAVIDYALAYA

2024-2025

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*Mamta Sharma*  
PRINCIPAL  
*[Signature]*



# Aditi Mahavidyalaya

अदिति महाविद्यालय

Women's College - University of Delhi

Advt. No. AM/NT/2025/1

Dated: 17.02.2025

Online applications are invited in the prescribed Application Form at web link <https://dunt.uod.ac.in> from eligible candidates for appointment to the various posts of Non-Teaching staff, in the College. The last date for receipt of application is 17.03.2025 or two weeks from the date of publication of the advertisement in the Employment News, whichever is later. For details, please visit the College website

<https://aditi.du.ac.in/>

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

*Mamta Sharma*  
PRINCIPAL  
*[Signature]*

**Important Note:**

The details regarding number of vacancies, qualifications, experience etc., are available on the College website along with this advertisement. The applicants are required to read these details before filling up the form.

SECTION – A

Number and Category of Posts  
Advertisement No. AM/Advt./NT/2025/01

Online applications are invited for the following permanent Non-Teaching posts in the Pay Level as per VIIIth CPC mentioned below with usual allowances permissible under the College of Delhi/UGC rules.

S. No.	Posts	No. of Post	Category						Upper Age Limit	Pay Level as per 7CPC
			UR	SC	ST	OBC	EWS	PwBD		
1	Administrative Officer	01	01	-	-	-	-	-	35	10
2	Librarian	01	-	-	-	-	-	1-MI	-	10
3	Senior Personal Assistant	01	01	-	-	-	-	-	35	7
4	TA(Cartographer)	01	-	-	-	-	-	1-HI	30	5
5	Laboratory Assistant	02	2	-	-	-	-	-	30	4
6	Junior Assistant	04	-	1	-	3	-	-	27	2
7	Laboratory Attendant	14	7	1	1	3	1	1-LD	30	1
8	Library Attendant	02	1	-	-	1	-	-	30	1

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Section, PwBD-Person with Benchmark Disabilities, HI- Hearing Impaired, LD - Locomotor Disabilities, MI-Mental Illness

For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit the college website <http://aditi.du.ac.in> or Delhi College website [www.du.ac.in](http://www.du.ac.in). Those in service should apply through proper channel. College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualification are as per the College of Delhi/UGC norms. The fee is non-refundable. Any addendum / corrigendum shall be posted on the college website only. It shall be the responsibility of the candidate to monitor the same.

In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email id [non\\_teaching\\_rec@aditi.du.ac.in](mailto:non_teaching_rec@aditi.du.ac.in)

*Namita Sharma*  
PRINCIPAL  
*[Signature]*

## SECTION - B

### INFORMATION AT A GLANCE

(Please refer to information Brochure & Guidelines for details)

#### Important Date and Fee Details

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the from time to time for the respective post.. Applicants are required to produce specific certificates as per eligibility conditions.

2. Application fees and forms are to be submitted as per details given below:

General/Unreserved - Rs. 1,000/-

OBC (NCL), EWS, Female - Rs. 800/-

SC, ST, PwBD - Rs. 600/-

Applications with incomplete information or without requisite fee shall be rejected.

Fees once paid will not be refunded under any circumstances

[\* 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 in the category column. State List OBC-NCL candidates who are not in OBC-NCL (Central List) must choose Unreserved / General]

#### 3. AGE RELAXATION:

a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the College.

b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the College/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the College/college(s). Further, one time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/adhoc basis in the College or its College(s)

provided they have put in atleast one year of service is extended to all such persons irrespective of their age at the time of joining the College in respective category. Note: This exemption is extended only to the contract/daily wages/adhoc employees appointed directly by the College or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project based assignments or through outsourced agencies in the College or its Colleges.

d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview/skill test/document verification (if applicable) also even if the same has been submitted earlier.

4. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwD category. However, SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

#### 5. CASTE/ CATEGORY CERTIFICATES:

(i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2024-2025, therefore, valid NCL-OBC certificate issued during the period from 01.04.2024 to 31.03.2025 will be considered valid. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

(ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application but not earlier than 01.04.2024. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

(iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

6. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
7. Canvassing in any form will be a disqualification.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision 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.
9. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
10. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the College reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
12. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
13. In case of any advertent/inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.
14. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by Delhi College before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the College.
15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
16. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification in online/offline mode 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.
17. 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/Skill Test (as applicable). It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents. Further, in case it is

found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the College.

18. No TA/DA shall be paid to candidates for attending the written test/skill test.

19. The last application submission date is indicated in the present advertisement uploaded on the College website.

## SECTION – C

### Details of Posts and Qualifications:

1. The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination.

Name of the Post	:	<b>Administrative Officer</b>
No. of Post	:	01
Classification	:	Group A,
Scale of Pay	:	Pay Level 10 as per VII CPC
Age Limit	:	35 Years for Direct Recruitment

### Educational Qualification:

#### Essential

Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale.

#### Desirable:

1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ College/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

**Note:** All the direct recruits should possess working knowledge of computers.

#### Broad duties and responsibilities:

The incumbents shall be required to render necessary aid to the Principal of the college for its smooth functioning; to participate in discussion on agenda points/ to provide inputs on rules/facts of the case if so asked for; to be responsible for circulation, care, custody and maintenance of agenda papers and resolutions for a period as specified in retentions schedule.

To undertake all duties and responsibilities of Head of the Office and to ensure proper care custody and maintenance of office records, seal, Personal Files, Service Book of employees; to represent the College/Institutes before Courts/ Commissions/ Tribunals, statutory bodies and other constitutional authorities in the interest of the institute; to assist college committees dealing with aforementioned matters, viz Admission Committee, Workload Committee, Purchase Committee, Building Committee, Canteen Committee, Disciplinary Committee, etc.

2. The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination.:
3. The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination.
2. The appointment for the post detailed below shall be made on the basis of interview:



## Details of Posts and Qualifications

Name of the Post	:	<b>Librarian</b>
No. of Post	:	01
Classification	:	Group A
Scale of Pay	:	Pay Level 10 as per VII CPC

### Educational Qualification:

#### Essential

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) and a consistently good academic record with knowledge of computerization of Library.
- (ii) Qualified in the National Level Test conducted for the purpose by the UGC or any other agency approved by UGC.
- (iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "College Grants Commission" (Minimum Standards and Procedure for award of Ph.D. Degree), Regulation 2009 or the subsequent Regulations, if notified by the UGC, shall be exempted from the requirement and appointment of the minimum eligibility condition of NET/SLET/SET.

Provided that the, candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D., candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in College/Colleges/Institutions subject to the fulfilment of the following conditions:

- (a) The Ph.D degree of the candidate has been awarded in the regular mode.
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;
- (c) Open Ph.D viva voce of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a referred journal.
- (e) The candidates has presented at least two papers based on his/her Ph.D work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or nay similar agency.

(a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice Chancellor/Dean (AcademicAffairs)/Dean (College Instruction) of the College Concerned.

The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination

## Details of Posts and Qualifications

Name of the Post	:	<b>Senior Personal Assistant</b>
No. of Post	:	01
Classification	:	Group B,
Scale of Pay	:	Pay Level 7 as per VII CPC
Age Limit	:	35 Years for Direct Recruitment

### Educational Qualification:

#### Essential

1. A Bachelor Degree from a recognized College.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
  - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
  - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

#### Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

#### Note :

1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who comes in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.
3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

### Details of Posts and Qualifications

Name of the Post : TA(Cartographer)  
No. of Post : 01  
Classification : Group C,  
Scale of Pay : Pay Level 5 as per VII CPC  
Age Limit : 30 Years for Direct Recruitment

### Educational Qualification:

#### Essential

Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field.

Or

Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject.

Or

Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of work experience in Laboratory related work.

### Details of Posts and Qualifications

The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination.

Name of the Post : **Laboratory Assistant**  
No. of Post : 02[UR-02]  
Classification : Group C, Non-Ministerial  
Scale of Pay : Pay Level 4 as per VII CPC  
Age Limit : 30 Years for Direct Recruitment

### Educational Qualification :

#### Essential :

Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject

OR

Graduate with relevant subject.

The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination.

**Details of Posts and Qualifications**

Name of the Post : **Junior Assistant**  
No. of Post : 04[SC-01; OBC-03]  
Classification : Group C, Ministerial  
Scale of Pay : Pay Level 2 as per VII CPC  
Age Limit : 27 Years for Direct Recruitment

**Educational Qualification :**

**Essential :**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / College / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for the Scheme of Examination.

**Details of Posts and Qualifications**

Name of the Post : **Laboratory Attendant**  
No. of Post : 14[UR-07; SC-01; ST-01; OBC-03; EWS-01; PwBD-01(LD)]  
Classification : Group C, Non-Ministerial  
Scale of Pay : Pay Level 1 as per VII CPC  
Age Limit : 30 Years for Direct Recruitment

**Educational Qualification :**

**Essential:**

Should have passed 10<sup>th</sup> or an equivalent examination with science subjects from recognized board.

**Note:**

The incumbent is generally expected to undertake the following duties:-

- (i) Assisting in opening and closing of the premises. .
- (ii) Manning the entry points/check points/property counter of the laboratory.

- (iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.
- (iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office.
- (v) Shelving instruments, books, documents, displays etc. and arranging items in designated places.
- (vi) Assisting in stock verifications, searching equipment, documents etc.
- (vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.
- (viii) Preparation of documents (including typing and formatting) using computer.
- (ix) Assisting in maintaining documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.).
- (x) Participation in examination related duties.
- (xi) Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned In-charge/concerned faculty member.
- (xii) Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.
- (xiii) Undergoing in-house/central training for laboratory/office works as per instructions.
- (xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the college.
- (xv) Maintaining the safety and security of the laboratory/office.
- (xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)
- (xvii) Attending holiday, weekend and shift duties as per instructions.
- (xviii) All other such jobs and duties as the case may be that are assigned from time to time.

The appointment for the post detailed below shall be made on the basis of written examination and skill tests as indicated in the head for Scheme of Examination.

### Details of Posts and Qualifications

Name of the Post	:	<b>Library Attendant</b>
No. of Post	:	02[UR-01; OBC-01]
Classification	:	Group C, Ministerial
Scale of Pay	:	Pay Level 1 as per VII CPC
Age Limit	:	30 Years for Direct Recruitment

### Educational Qualification :

#### Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

#### Desirable :

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

**Note:** The incumbent is generally expected to undertake the following duties:-

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening / Closing of the Library;
4. Manning the Check Point/ Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs;

9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties. 18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

## SECTION – D

SCHEME OF EXAMINATION (Ref. Advt. No. AM/NT/2025/01 Dated : 14.02.2025)

### 1. Scheme of Examination for Direct Recruitment for the post of ADMINISTRATIVE OFFICER

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:

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	
<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:

COMPONENTS		Duration : 2 hours each	
		No. of Questions	Marks
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.

**III. 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

## 2. Scheme of Examination for Direct Recruitment for the post of LIBRARIAN

It is hereby notified that in accordance with the Executive Council Resolution No. 44 dated 08.12.2022 following shall be the scheme of examination for shortlisting of candidates for direct recruitment of Assistant Librarian/Deputy Librarian, in the University and its Colleges.

### A. Scheme of the Examination:

Written Test		
Paper – I : MCQ Type	Time : 2 hours*	Max. Marks : 400 marks (100 questions)
<b>Total Marks</b>		<b>400 marks</b>

\*45 minutes extra would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

### B. Test components:

TEST COMPONENTS		Duration : 2 hours each		
			No. of Questions	Marks
(i)	Concepts, Practices, Rules and Regulations Pertaining to the Universities, Other Higher Educational Institutions and Regulatory Authorities.	Part-I	30	120
(ii)	Domain knowledge and Knowledge about Management of Digital Libraries, E-resources, Institutional Repository, Research Data and Research Metrics like h-index and impact factor, Research and Publication Ethics	Part-II	70	280
<b>Total</b>			<b>100</b>	<b>400</b>

Note :

- i. 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.
- ii. All the questions shall be compulsory. Each question carries 04 marks. There shall be negative marking of 1 mark for each wrong answer. The cutoff for qualifying the written test will be 50% marks of the average score of the top 5% of the candidates. There will be a relaxation of 5% marks for candidates belonging to SC, ST and 10% for PwBD category.
- iii. If the number of candidates qualifying the written test is more than a minimum of 30 candidates for the first vacancy and 15 candidates for every additional vacancy, in each category, shall be called for interview in order of their ranks in the merit list prepared on the basis of result of the written test.
- iv. The marks awarded to the candidates in the written test shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.

### 3. Scheme of Examination for Direct Recruitment for the post of SENIOR PERSONAL ASSISTANT

#### A. Scheme of Examination:

	Type of Examination	Time	Max. Marks
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	½ to 1 hours	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

**B. Test Components :**

Paper-I	Test Components	Duration : 3 hours	
		No. of Questions	Marks
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	<b>Total</b>	<b>150</b>	<b>300</b>

Paper-II	Test Components	Duration : 3 hours	
		Marks	
	Descriptive Type	200	
	<b>Total</b>	<b>200</b>	

**C. Syllabus:****Paper - I:**

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance, for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**(v) Test of English/Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

## Paper - II:

**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 and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

### D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

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 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 the purpose of short listing the candidates for skill test.
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 Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
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.

4. Scheme of Examination for Direct Recruitment for the post of TECHNICAL ASSISTANT (CARTOGRAPHER)

A. Scheme of Examination:

Written Test		
<b>Paper -I (MCQ)</b> Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time: 3 hrs. *	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
<b>Total Marks (300+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.

Paper-I	TEST COMPONENTS	DURATION : 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

## B. Detailed Syllabus for Paper I :

(i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included. For Technical Assistant (Computer) the questions may be based on computer science and computer applications.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.

Topic	Marks allocated
<ul style="list-style-type: none"><li>● Subject specific laboratory based practical questions</li><li>● Knowledge of Computers with special reference to knowledge of word processing, data analysis packages</li></ul>	<b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)

## D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

**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 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 overall qualifying marks for Paper I and Paper II 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 the purpose of shortlisting the candidates for skill test.
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 MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
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.



**5. Scheme of Examination for Direct Recruitment to the post of Laboratory Assistant by Direct Recruitment:**

**A. Scheme of the Examination:**

<b>Written Test</b>		
<b>Paper – I : (MCQ)</b> General Science & Awareness	Time : 2 hours*	Max. Marks : 300 marks (150 questions)
<b>Paper -II</b> Subject specific laboratory based practical questions	Time : 3 hours*	Max Marks : 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/humanities experiments/ tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time : 1 hour*	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
<b>Total Marks (300+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.

**Test components :**

<b>Paper-I</b>	<b>Test Components</b>	<b>Duration : 2 hours each</b>	
		<b>No. of Questions</b>	<b>Marks</b>
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning ability	20	40
(iv)	Mathematical ability	30	60
(v)	Language English or Hindi	20	40

Total	150	300
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### B. Detailed Syllabus for Paper I:

(i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**C. Paper - II:** Subject specific laboratory based practical questions. The paper will cover the following areas:

Topic	Marks Allocated
<ul style="list-style-type: none"> <li>Subject specific laboratory based practical questions</li> </ul>	<b>Section 1</b> – MCQ 100 marks (50 questions)
<ul style="list-style-type: none"> <li>Knowledge of Computers with special reference to knowledge of word processing, data analysis packages</li> </ul>	<b>Section 2</b> – Descriptive 50 marks (5 questions)

### D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

**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 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 overall qualifying marks for Paper I and Paper II 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 the purpose of shortlisting the candidates for skill test.
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 MCQ based questions to the tune of 1/4 th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
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.

6. Scheme of Examination for Direct Recruitment to the post of Junior Assistant by Direct Recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I : MCQ Type	Time : 3 hours*	Max. Marks : 200 marks (200 questions)
Paper-II : Essay & Comprehension Test	Time : 1.5 hours*	Max. Marks : 100 marks
<b>Total Marks</b>		<b>300 marks</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components :

Paper-I	Test Components	Duration : 2 hours each	
		No. of Questions	Marks
(i)	General Awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
<b>Total</b>		<b>200</b>	<b>200</b>

Paper-II	Test Components	Duration : 3 hours
		Marks
Essay, Comprehensive & Letter Writing		100
<b>Total</b>		<b>100</b>

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

## C. Syllabus:

### Paper - I:

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

### Paper - II:

**Essay, comprehension & letter writing:** This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

**Skill Test :** The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

#### **Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. 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 the purpose of short listing the candidates for skill test.

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 Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
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.

**7. Scheme of Examination for Direct Recruitment to the post of Laboratory Attendant by Direct Recruitment**

**A. Scheme of the Examination:**

Written Test		
Paper – I (MCQ) General Science & Awareness (150 questions)	Time : 3 hours*	Max. Marks : 300 marks
<b>Total Marks</b>		<b>300 marks</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	Test Components	Duration : 3 hours each	
		No. of Questions	Marks
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
<b>Total</b>		<b>150</b>	<b>300</b>

**B. Detailed Syllabus :**

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Computer Laboratory Attendant the questions may be based on computer science and computer applications.

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (ii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**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 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 overall qualifying marks for written test 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 the purpose of shortlisting the candidates for skill test.

4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. 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.

**8. Scheme of Examination for Direct Recruitment to the post of Library Attendant by Direct Recruitment**

**A. Scheme of the Examination:**

<b>Written Test</b>		
<b>Objective Type (MCQ)</b> Library Aptitude, General Awareness, etc. (150 questions)	Time : 3 hours*	Max. Marks : 300 marks
<b>Total Marks</b>		<b>300 marks</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	Test Components	Duration : 3 hours each	
		No. of Questions	Marks
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical ability	25	50
(v)	Test of Language English or Hindi	25	50
<b>Total</b>		<b>150</b>	<b>300</b>



**B. Detailed Syllabus :**

- (i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.
- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (ii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**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 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 overall qualifying marks for the written test 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.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.

6. 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 College of Delhi. The qualifications and other service conditions shall be such as prescribed by the College of Delhi from time to time.
2. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / College 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.
3. Age relaxation will be allowed as per the extant guidelines of College of Delhi.
4. 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.
5. Canvassing in any form will be treated as disqualification.
6. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected.
7. 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.
8. The College reserves the right not to fill up some or all posts advertised, if the circumstances so warrant without assigning any reason.
9. 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.
10. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
11. The College shall not be responsible for any delay due to technical reasons.
12. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
13. 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.
14. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

15. 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.
16. 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 fulfilment of all eligibility qualification/conditions and verification of documents.
17. 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.

**Note: Any addendum/corrigendum shall be posted only on the College website**

*Mamta Sharma*

PROF. MAMTA SHARMA  
PRINCIPAL

*Mamta Sharma*