

# जीसस एंड मेरी कॉलेज

दिल्ली विश्वविद्यालय

चाणक्यपुरी, नई दिल्ली-110021

रा.मू.प्र.प. द्वारा "ए+" ग्रेड मान्यता प्राप्त

## Jesus and Mary College

University of Delhi

Chanakypuri, New Delhi - 110021

Accredited by NAAC with "A+" Grade

दूरभाष/Tel No. : +(91)-(011)-26110041, 26875400

वेबसाइट/Website : <http://www.jmc.ac.in>

ईमेल/E-mail : [admin@jmc.ac.in](mailto:admin@jmc.ac.in)

**Advt No.: JMC/Admn./NTS-Rert/rp/2024-25**

Online applications are invited in the prescribed form at web link <https://dunt.uod.ac.in/> for various Non-Teaching posts on Permanent Basis. The complete details of the advertisement are available on the college website: [www.jmc.ac.in](http://www.jmc.ac.in). The applicants are required to read these details before filling up the form.

The last date for receipt of application is 08.03.2025 (Saturday) or three weeks from the date of publication of the advertisement in Employment News whichever is later. Any addendum/corrigendum shall be posted only on College Website.

S. No.	Name of the post	No. of Vacancies	Pay Level	Age Limit*	UR	PwBD
1	Section Officer	01	07	35 years	01	
2.	Semi Professional Assistant	01	05	30 years	01	
3.	Laboratory Assistant	01	04	30 years	01	
4.	Junior Assistant	02	02	27 years	01	01 (LD)
5.	Driver	01	02	35 years	01	
6.	MTS -Laboratory Attendant	02	01	30 years	01	01 VI (LV)
7.	Library Attendant	03	01	30 years	03	
8.	MTS - Sports Attendant	01	01	30 years	01	

\*As on last date of submission of applications.

The qualifications, age and other requirements for the posts are in accordance with the Rules and Regulations of University of Delhi.

Abbreviations : LD- Locomotor Disability, LV- Low Vision, UR-Unreserved, PwBD- Persons with Benchmark Disability

Persons with Benchmark Disability (PwBD) candidates may approach the Helpdesk set up at the College in case they require any assistance in filling up application form.

*Shalika*

Acting Principal

Jesus & Mary College

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For complete details, General Instructions, eligibility criteria etc, please visit the College website  
[www.jmc.ac.in](http://www.jmc.ac.in)

- Candidates fulfilling the eligibility criteria may apply online through the web link <https://dunt.uod.ac.in> . Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the college, in case they require any assistance in filling up the application form.
- College reserves the right to fill or not to fill the above mentioned post(s). The number of posts may increase or decrease as per DU/ UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/ UGC norms.
- The application fees are Rs. 500/300/300/- for UR/ OBC/ EWS category respectively and Nil for SC/ST/PwBD and Women candidates. Payment should be made online while filling and submitting the application form. The fee is non-refundable.
- A separate application form has to be submitted for each post.
- The last date of submission of online application form is **08.03.2025** or **three weeks** from the date of publication of this advertisement in the Employment News, whichever is later.
- Those who are in service should apply through proper channel.
- The candidates are instructed to carefully read the eligibility criteria along with the general instructions before applying.
- **The recruitment of the above mentioned posts will be subject to the approval of the UGC and University of Delhi.**
- Any addendum/ corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

*Shalini*

Principal

Acting Principal  
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1. **Section Officer – 01 (UR)**

Pay Level – 07

Age Limit – 35 years

**Essential:**

Graduate from a recognized University.

**Desirable:**

1. Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
2. Experience in handling educational administration /General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

2. **Semi Professional Assistant – 01 (UR)**

Pay Level – 05

Age Limit – 30 years

**Essential:**

1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

3. **Laboratory Assistant – 01 (UR)**

Pay Level – 04

Age Limit – 30 years

**Essential:**

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

OR

Graduate with relevant subject.

*Devesh*

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4. **Junior Assistant – 01 (LD) and 01 (UR)**

Pay Level – 02

Age Limit – 27 years

**Essential:**

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

5. **Driver – 01 (UR)**

Pay Level – 02

Age Limit – 35 years

**Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University
2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle)
3. Experience of driving a motor vehicle for at least 3

**Desirable:**

Possessing a valid license for Heavy vehicles.

6. **MTS -Laboratory Attendant – 01 (VI-LV)**

Pay Level – 01

Age Limit – 30 years

**Essential:**

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

**Note:**

The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

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**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 inhouse/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 university.
- (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.

**7. Library Attendant – 03 (UR)**

Pay Level – 01

Age Limit – 30 years

**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.

  
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**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,

7. **MTS - Sports Attendant – 01 (UR)**

Pay Level – 01

Age Limit – 30 years

**Essential:**

10th pass or ITI equivalent



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### GENERAL INSTRUCTIONS:

1. As per directive of the University of Delhi vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitment to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for Non-Gazetted posts of Group 'B' Category and all such equivalent posts in the light of DOPT OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.

**Accordingly, selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.**

2. The recruitment of the above mentioned posts will be subject to the approval of UGC & University of Delhi.
3. Candidates are required to appear in written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post.
4. All posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
5. In accordance with the orders issued by the Central Government and adopted by the University, the upper age-limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Benchmark Disability, Ex-Servicemen, and other specified categories.
6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement, provided they have rendered at least three years of regular service in the University of Delhi and its Colleges.
7. The upper age-limit prescribed for direct recruits 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 regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous Bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years of regular service in the same or allied field.
8. The upper-age limit shall also be relaxable for those who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them. Onetime exemption is available to those who have put in at least one year of service, as per the University of Delhi rules.
9. The upper age limit for the posts advertised shall be determined as per the last date of submission of applications.

  
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10. All candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of application submission.
11. Application fee should be submitted through online mode only as per the details given below:-

Category	Fee
UNRESERVED/OBC/ EWS	₹ 500/300/300/- respectively (for each application)
No Application fee shall be charged from SC/ST/PwBD candidates.	
No Application fee shall be charged from Women Candidates of all categories as per rules of University of Delhi. Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016.	

**Fees once paid shall not be refunded under any circumstances.**

12. Candidates belonging to SC/ST/OBC/ EWS and PwBD categories should keep an attested copy of certificates issued by Competent Authority in the prescribed format as stipulated by the Government of India. Candidates of OBC category carry a certificate specifying their non-creamy layer status. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those in defense service should submit a certificate from a Competent Authority regarding their relieving services.
13. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If the candidate is found to be ineligible as per the prescribed qualification, experience, etc., at any stage in the future - during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled / terminated as per rules.
14. Candidates belonging to SC/ ST/ OBC/ EWS and PwBD categories should mention their category specifically in their applications attach certificate of proof issued by the competent authority.
15. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
16. The number of unreserved / reserved posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

  
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17. Applications which do not meet the eligibility criteria given in this advertisement and/or incomplete applications will be summarily rejected.
18. 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.
19. The number of posts advertised may vary, and the college reserves the right not to fill up some or all of the posts advertised, if the circumstances so warrant.
20. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in). Only such persons would be eligible for reservation in services / posts under VI / LD / HI categories who suffer from not less than 40% of disability.
21. Candidates called for written test/skill test etc. shall do so at their own expense. No TA/DA shall be paid.
22. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.
23. A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
24. All future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct and should check their email (including spam) & college website on a regular basis. The College would not be responsible for any delay in information due to technical reasons.
25. Admit Cards will not be sent by Post. Eligible candidates may download their admit card from the college website ([www.jmc.ac.in](http://www.jmc.ac.in))
26. Applications received with incomplete information or without requisite fees shall be rejected.
27. 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 the documents submitted by the candidates 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.
28. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate.

*Adalid*  
Acting Principal  
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29. The eligible and interested applicants are required to apply online. The link is available on the college website [www.jmc.ac.in](http://www.jmc.ac.in) . Candidate may keep a copy of his/her form for future reference.
30. In order to avoid last minute rush, the candidates are advised to apply early enough. College will not be responsible for any network problem or any other such issue.



**Principal**

Acting Principal

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## 4.3 Ministerial Posts:

### 4.3.1 Scheme of Examination for Direct Recruitment to the post of Section Officer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Section Officer** by direct recruitment:

#### A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
<b>Total Marks</b>		<b>500 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	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	<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) **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 neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.





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(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:

**Descriptive Type:** The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, 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)

## **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.
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  $1/4^{th}$  of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:





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- 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.

*Dates*

Acting Principal  
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## 4.5.2 Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Semi Professional Assistant by direct recruitment.

### A. Scheme of the Examination:

Written Test		
<b>Paper -I (MCQ)</b> Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper - II</b> Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
<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)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

### B. Detailed Syllabus for Paper I:

(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.

(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.

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(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:** The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none"> <li>Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations.</li> <li>Knowledge of Computers with special reference to knowledge of Library Software Packages 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)

**Note:**

- 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.
- 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.
- 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.
- Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
- There shall be negative marking for wrong answers in Paper I to the tune of  $1/4^{\text{th}}$  of marks allocated per question.
- Merit list shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
- In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - 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.
  - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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## 4.4.3 Scheme of Examination for Direct Recruitment for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of LABORATORY ASSISTANT

### A. Scheme of Examination:

Written Test		
<b>Paper – I (MCQ)</b> General Science & Awareness (150 questions)	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)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>





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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> <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:

- 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.
- 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.



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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  $1/4^{\text{th}}$  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.

  
  
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## 4.3.4 Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

### A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
<b>Paper-I</b>	MCQ Type	3 hours	200 (200 questions)
<b>Paper-II</b>	Essay & Comprehension test	1.5 hour	100
<b>Total Marks</b>			<b>300</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: 3 hours	
		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: 1 hour	
		MARKS	
	Essay, comprehension & letter writing	100	
	<b>TOTAL</b>	<b>100</b>	

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

\* 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.

### 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 neighboring countries, especially pertaining to





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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 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 Paper I to the tune of  $1/4^{\text{th}}$  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.

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## 4.3.5 Scheme of Examination for Direct Recruitment for the post of MTS

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of MTS

### A. Scheme of Examination:

Written Test		
Paper – I (MCQ Type) (100 questions)	Time: 2 hrs.*	Max. Marks: 200 marks
Total Marks		200 marks

\*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: 2 hours	
		NO. OF QUESTION S	MARKS
(i)	General awareness	25	50
(ii)	Reasoning ability	25	50
(iii)	Mathematical ability	25	50
(iv)	Test of Language English or Hindi	25	50
	<b>TOTAL</b>	<b>100</b>	<b>200</b>

### B. Syllabus:

(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 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.

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**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 examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for written test will 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 Written test to the tune of 1/4<sup>th</sup> of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify the 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.

  
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## 4.4.4 Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of LABORATORY ATTENDANT

### A. Scheme of Examination:

Written Test		
Objective Type (MCQ) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

\*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	
		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.

(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,

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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.

**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  $1/4^{\text{th}}$  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.

  
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## 4.8 Miscellaneous Posts not covered above:

4.8.1 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 01, Level 02, Level 03), for example Garden Chowdhary, Work Assistant, Machine Operator, Technician VII, Wireman, Pipefitter, Meter Reader, Work Docker Clerk, Carpenter, Assistant Store Keeper, Telephone Operator, Receptionist, **Driver**, Dispatch Rider, Caretaker, Junior Mechanic, Assistant Wireman, Assistant Mason, Assistant Pipefitter, Assistant Pump Operator, Balvadi Teacher, Cook, Halwai, Counter Clerk, Senior Program Attendant, Urdu Typist, Binder Grade II, etc

(This will not be applicable to posts which have been marked for outsourcing by the University).

### Scheme of Examination:

<b>Objective Type (Paper I)</b> Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 10 <sup>th</sup> Class/ Secondary.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Skill Assessment</b> 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)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks.  This will however be only be qualifying in nature.
<b>Total Marks</b>		<b>300</b>

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

### 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 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 Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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## 4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

### A. Scheme of Examination:

Written Test		
<b>Objective Type (MCQ)</b> Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	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	
		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.

(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,





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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.

**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 written test to the tune of  $1/4^{\text{th}}$  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.

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