

**LAKSHMIBAI COLLEGE  
(UNIVERSITY OF DELHI)**

**INFORMATION BROCHURE  
&  
GUIDELINES**

**FOR FILLING ONLINE APPLICATIONS FOR  
NON-TEACHING POSTS**

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लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE  
(दिल्ली विश्वविद्यालय University of Delhi)  
अशोक विहार Ashok Vihar-III  
दिल्ली Delhi-110052  
कार्यालय Office : 011-27308598

**Advt. No. LBC/NT-Advt./2022/01**

**Publication Date: 06/12/2022  
( Indian Express and Jansatta)**

Online applications are invited for the following Non-Teaching posts, to be filled on regular basis, as per University of Delhi/UGC rules.

Administrative Officer, Librarian, Senior Personal Assistant and Senior Technical Assistant (Computer)

For further details regarding number of posts, category, pay scales, qualifications, age etc. kindly refer to the college website: [lakshmibaicollege.in](http://lakshmibaicollege.in)

Any addendum/corrigendum shall be posted only on the College website. It shall be the responsibility of the Candidates to monitor the same.

PRINCIPAL



लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE  
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दिल्ली Delhi-110052  
कार्यालय Office : 011-27308598

Advt. No. LBC/NT-Advt./2022/01

Publication Date: 10/12/2022  
(Employment News)

Online applications are invited for the following permanent Non-Teaching posts in the Pay Level as per 7<sup>th</sup> CPC as mentioned below with usual allowances permissible under the University of Delhi/UGC rules.

S. No.	Name of the Post	Total	UR	PwBD	Pay Level	Max. Age
1	Administrative Officer	01	01	--	Level-10	35 years
2	Librarian	01	--	01-HI	Academic Pay Level-10	--
3.	Senior Personal Assistant	01	01	--	Level -7	35 years
4.	Senior Technical Assistant (Computer)	01	01	--	Level -6	30 years

Abbreviations : UR- Unreserved, PwBD- Person with Benchmark Disabilities, HI-Hearing Impairment including deaf and Hard of Hearing.

**NOTE:**

1. Candidates fulfilling the eligibility criteria may fill the online application form available at the college website: lakshmbaicollege.in.
2. The college will provide technical assistance to those PwBD candidates who are unable to fill online application form and help them in filling the online application form.
3. For further details regarding qualifications, age, experience, other job requirements, etc. please visit the college website.
4. The last date for receipt of application is 26<sup>th</sup> December, 2022 or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.
5. The college reserves the right to fill or not to fill the above mentioned post(s).
6. The number of posts may increase or decrease as per DU/UGC rules.
7. Any addendum/corrigendum shall be posted only on the College website. It shall be the responsibility of the Candidates to monitor the same.

PRINCIPAL

## **ESSENTIAL QUALIFICATION FOR NON-TEACHING POSTS**

### **1 ADMINISTRATIVE OFFICER**

**Pay Level-10 (Pay Scale Rs. 56100-177500)**

**Total Post: 01 (UR)**

#### **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:***

- a) At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
- b) 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.

**Maximum Age Limit:** 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

**2 LIBRARIAN: Academic Pay Level-10**  
**Total Post: 01 (Reserved for HI category only)**

**(Pay Scale Rs. 57700-182400)**

***Essential:***

- a) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- b) Qualified in the National Level Test (NET) conducted for the purpose by the UGC or any other agency approved by the UGC.

**NOTE:**

1. The candidates, who are or have been awarded a Ph.d Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian / College Librarian.

Provided further, the award of degree to candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of University Assistant Librarian / College Librarian subject to the fulfillment of the following conditions:-

- a. Ph.D. degree of the candidate awarded in the regular mode only;
- b. Evaluation of the Ph.D. thesis by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate had been conducted;
- d. Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
- e. Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.

(a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).

II A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

III All the candidates for direct recruitment will be required to appear in the interview to adjudge their ability and knowledge relating to their work. The selection is based on the performance of the candidates in the interview.

**2. SENIOR PERSONAL ASSISTANT**  
**Total Post: 01 (UR)**

**Pay Level-07 (Pay Scale Rs. 44900-142400)**

**Essential:**

1. A Bachelor Degree from a recognized University.
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 100w.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 persons who come 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.

**Maximum Age Limit:** 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi)

**4 SR. TECHNICAL ASSISTANT (COMPUTER) Pay Level-06 (Pay Scale Rs. 35400-112400)**

**Total Post: 01 (UR)**

**Essential:**

B.E./B.Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications

**OR**

M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

**Maximum Age Limit:** 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi)



## GENERAL INSTRUCTIONS TO THE CANDIDATES

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time. Application Fee once paid shall not be refunded under any circumstances.
2. Candidates applying for more than one post must apply separately for each post.
3. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University of Delhi 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.
4. The posts carry usual allowance as admissible to Central Government Servant of similar status.

5. **AGE RELAXATION:**

- A. The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
- B. The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years in service (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.
- C. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the College / University.
- D. The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service.  
**(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).**
- E. The upper age limit for the posts advertised shall be determined as on closing date of advertisement.

The above provisions are summarized in the table given below:-

Sr. No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1	SC / ST	05 Years
2	OBC (NCL)	03 Years
3	PwBD	10 Years
4	PwBD + OBC (NCL)	13 years
5	PwBD + SC / ST	15 years
6	Ex-Servicemen and commissioned Officers including ECO/SSCOs	05 Years

7	Permanent Employee in Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.	05 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/Statutory or autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.
8	Departmental candidates of the University & its affiliated colleges.	Upper age limit shall not be insisted upon.
9	Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)	The upper age limit will be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service.

\* The age relaxation shall be subject to the condition that the maximum age of the applicant on the crucial date shall not exceed 56 years.

6. There would be a 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(NCL)/PWD category.

However, SC/ST/OBC (NCL)/PwBD candidates who 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 who are 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.

#### **7. 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 2022- 2023, therefore, valid NCL-OBC certificate issued during the period from 1.4.2022 to 31.3.2023. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 1.4.2022 to 31.3.2023), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form at 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 genuineness 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. 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.
8. An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last held. Those who are still in defence service should submit a certificate issued from the competent authority that they will be relieved from defence services, if finally selected by the college.
  9. Those who are in employment with state/Central Govt./PSU, must upload a **“No Objection Certificate”** from the employer at the time of submission of online application. Failure to submit/upload NOC will lead to cancellation of candidature.
  10. Canvassing in any form will be a disqualification.
  11. 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.
  12. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
  13. Candidates are advised to visit the College website [lakshmibaicollege.in](http://lakshmibaicollege.in) regularly for any update regarding this recruitment.
  14. The number/category etc. of posts advertised may increase/decrease/change, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
  15. In case of any 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.
  16. 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 it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules. 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.
  17. Candidates called for Interview/written Test/Practical Test/Skill Test etc. shall do so at their own expenses. No TA/DA shall be paid to the candidates.
  18. In case the information/documents are found to be false / incorrect, the sole responsibility and liability shall be of the candidate.
  19. In the case where a vacancy is anticipated, the crucial date for determining eligibility should be

the date on which the vacancy is expected to arise.

20. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application.
21. Applications which do not meet the criteria given in this advertisement and/or are found incomplete are liable to be summarily rejected. Fees once paid shall not be refunded under any circumstances.
22. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website i.e. **lakshmbaicollege.in** on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.
23. The college shall verify the antecedents of the candidate and the documents submitted by him / her 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 that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
24. Consequent upon adoption of self-certification provisions as required by the Government of India, the college shall process the applications entirely on the basis of information / documents submitted by the candidates duly self-attested. In case the information / documents are found to be false / incorrect by way of omission or commission, the liability for the same shall rest solely with the candidate.

**Application Fees: Application fee should be submitted through online mode from through website only as per the details given below:-**

Fee Payable by Candidates	
UR, OBC (NCL) & EWS Candidates	Rs. 500
No application fee will be charged from applicants from SC, ST, PwBD Category and Women applicants.	
<b>Processing charges &amp; GST are to be paid by candidate to concerned Bank/Payment Gateway Integrator as applicable.</b>	

**Admit Card will not be sent by post. The candidates are required to follow the instructions issued on the college website for appearing in the written examination/interview.**

**In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.**

## INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NONTEACHING POSTS:

*The candidates are advised to ensure the following points before filling the Online Application Forms:*

1. Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No.LBC/NT-Advt./2022/01** available at the college website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
2. Applicants are advised to go to the link given below for filling up online application form. They have to register themselves before applying for the post.

Link for non-teaching post	Link for the post of Librarian
<a href="https://dunt.uod.ac.in/index.php/site/login">https://dunt.uod.ac.in/index.php/site/login</a>	<a href="https://rec.uod.ac.in">https://rec.uod.ac.in</a>

3. The link for the online application will be active w.e.f. **06/12/2022** and the last date for submission of application will be **26/12/2022** or two weeks from the date of publication in Employment News, whichever is later.
4. Before submission of online form, candidate is advised to scan all the documents for entry purpose.
5. The aspiring applicant satisfying the eligibility criteria in all respects can submit their application only through ONLINE mode. The Online Applications can be submitted through the College website [lakshmbaicollege.in](http://lakshmbaicollege.in) as per instructions given on the website. **No documents including the on-line application form are required to be sent in physical form. However, all the applicants are advised to keep a copy of confirmation page of their application with them, along with proof of payment of the application fee for their record.**
6. Candidates must note that mere deduction of fee from the bank account is not a proof of fee payment. The payment should be supported by updated fee and generation of Confirmation page as proof of successful submission of Application Form.
7. Generation of Confirmation Page confirms the final submission of Application Form, if Confirmation page has not been generated, this means that Application Form has not been submitted successfully.
8. The Candidate must ensure that e-mail address and Mobile Number provided in the **Online Application Form are of their own (which cannot be changed later)** as communication may be sent by college through e-mail or SMS. **The Candidate should check their email (including spam) and College website on a regular basis.**
9. A candidate is allowed to submit only one Application Form for one post for which he/she is eligible, with online payment of prescribed fee. If a candidate submits more than one Application Form for the same post, his/her candidature for that post is likely to be cancelled.
10. Request for change in any particular in the Application Form shall not be entertained under any circumstances.
11. To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. College will not be responsible for network problems or any other problem of this nature in the submission of the online application on the last day.

# Scheme of Examination for Direct Recruitment

## Scheme of Examination for 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 **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by direct recruitment:

### I Scheme of the Examination:

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

## **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 1/4<sup>th</sup> 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.



## Scheme of Examination for Direct Recruitment to the post of Senior Personal Assistant:

### A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	3 hours*	200 marks
<b>Skill Test</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>500</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:

<b>Paper-I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(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>

<b>Paper-II</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 3 hours</b>	
		<b>MARKS</b>	
	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 candidate's 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 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<sup>th</sup> 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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## Scheme of Examination for Direct Recruitment to the post of Senior Technical Assistant (Computer):

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

### A. Scheme of Examination:

<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)	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 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 Senior 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 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 –</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 examination/degree/diploma 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<sup>th</sup> 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.