



## P.G.D.A.V. College (Eve.)

(University of Delhi)

Nehru Nagar, New Delhi – 110065

Phone: 011-29845214, Website: [www.pgDavecollege.in](http://www.pgDavecollege.in)

Advt. No. PGDAVE/NT/2022/01

Publication Date: 19.07.2022

Only online applications are invited in the prescribed format for the following posts on permanent basis in the pay band plus grade pay as per VII pay commission.

The last date for receipt of application is 10.08.2022 (Wednesday) or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.

S.No.	Name of the Post	Total	UR	OBC	SC	ST	EWS	PwBD	Pay Level	Max. Age
1	Administrative Officer	01	01	--	--	--	--	--	Pay Level-10	35
2	Librarian	01	--	--	--	--	--	01-V.I. (LV)	Academic Pay Level-10	--
3	Senior Personal Assistant	01	01	--	--	--	--	--	Pay Level-7	35
4	Sr. Technical Assistant (Computer)	01	--	--	--	--	--	01-H.I.	Pay Level-6	30
5	Semi Professional Assistant (Library)	01	01	--	--	--	--	--	Pay Level-5	30
6	Assistant	03	03	--	--	--	--	--	Pay Level-4	30
7	Junior Assistant	03	01	02	--	--	--	--	Pay Level-2	27
8	Library Assistant	01	01	--	--	--	--	--	Pay Level-4	30
9	Library Attendant	04	02	02	--	--	--	--	Pay Level-1	30
10	Computer Laboratory Attendant	01	01	--	--	--	--	--	Pay Level-1	30

UR- Unreserved, OBC- Other Backward Classes, SC- Scheduled Caste, ST- Scheduled Tribe, EWS- Economically Weaker Section, PwBD- Person with Benchmark Disabilities, VI (LV)- Visually Impaired (Low Vision) & HI- Hearing Impaired. Candidates applying under PwBD category must have disability of at least 40%. PwBD candidate of any category i.e. UR/SC/ST/OBC/EWS may apply.

The contact details of the Nodal Officer (PwBD) of the College are given in General instructions for applicants falling under PwBD category. The colleges will provide technical assistance to those PwBD applicants who are unable to fill online application form and help them in filling the online application form.

The candidates are instructed to read carefully the eligibility criteria along with the General instructions before filling up the online application form. The schedule of written test(s) will be uploaded on the College website.

**Link for filling in the Online Application Form is given in the General Instructions of this advertisement.**

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

(Prof. R.K. Gupta)  
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).

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## **2 LIBRARIAN Academic Pay Level-10 (Pay Scale Rs. 57700-182400)**

**Total Post: 01 (Reserved for V.I. (LV) category only)**

### **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 conducted for the purpose by the UGC or any other agency approved by the UGC.

### **Note:**

- I. 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) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET 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 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 being based on the performance of the candidates in interview.
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### **3 SENIOR PERSONAL ASSISTANT Pay Level-07 (Pay Scale Rs. 44900-142400)**

**Total Post: 01 (UR)**

#### **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 person 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)

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

**Total Post: 01 (Reserved for H.I. category only)**

#### **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)

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**5 SEMI PROFESSIONAL ASSISTANT Pay Level-05 (Pay Scale Rs. 29200-92300)**

**Total Post: 01 (UR)**

**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.

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

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**6 ASSISTANT Pay Level-04 (Pay Scale Rs. 25500-81100)**

**Total Post: 03 (UR)**

**Essential:**

A Graduate from a recognized University in any discipline with good working knowledge of computers.

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

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**7 JUNIOR ASSISTANT Pay Level-02 (Pay Scale Rs. 19900-63200)**

**Total Post: 03 (1-UR & 2-OBC)**

**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.

**Maximum Age Limit:** 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi).

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**8 LIBRARY ASSISTANT Pay Level-04 (Pay Scale Rs. 25500-81100)**

**Total Post: 01 (UR)**

**Essential:**

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.
2. Certificate in Library Science/Library and Information Science from a recognized institution;
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized/registered Institution.

**Note:**

1. Secretarial Jobs: Performing the administrative jobs in respective units, like secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc.
2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library.
4. Performing the Data Entry Operation;

5. Assist user in searching books and periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes).
6. Library services for users with special needs;
7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;
8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.
9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation:
10. Performing the Scanning work and attending to e- mails;
11. Printing of bar code labels and magnetic strips etc.
12. Covering and removing the dust covers from the computers while closing and opening the Library Unit, section respectively.
13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.
14. Performing holiday and weekend and shift duties.
15. All other such jobs as may be assigned from time to time.

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

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## **9 LIBRARY ATTENDANT**

**Pay Level-01 (Pay Scale Rs. 18000-56900)**

**Total Post: 04 (2-UR & 2-OBC)**

### **Essential:**

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

### **Desirable:**

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

### **Note:**

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

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening / Closing of the Library;
4. Manning the Check Point/ Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.

14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
15. Collection of parcels from Rail, Road and Air etc.
16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
17. Attending holiday and weekend and shift duties.
18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

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

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**10 COMPUTER LABORATORY ATTENDANT Pay Level-01 (Pay Scale Rs. 18000-56900)**  
**Total Post: 01 (UR)**

**Essential:**

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

**Note:**

Computer Laboratory Attendant shall also perform all duties of MTS in their respective laboratories.

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

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## General Instructions to the candidates



## GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Before filling up the form, candidates are advised to carefully go through the Advertisement **Advt. No. PGDAVE/NT/2022/01** available on the college website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
2. The link for the online application will be active w.e.f **19.07.2022 (Tuesday)** and the last date for submission of application will be **10.08.2022 (Wednesday) at 11:59:59 p.m.** or two weeks from the date of publication in Employment News, whichever is later.
3. 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 all non-teaching posts (except Librarian Post)	Link for Librarian Post only
<a href="https://dunt.uod.ac.in">https://dunt.uod.ac.in</a>	<a href="https://rec.uod.ac.in">https://rec.uod.ac.in</a>

4. Applicants are required to upload all the required documents e.g. photograph, UG & PG educational / technical certificate(s), DOB certificate (10<sup>th</sup> Cert.), Experience & NOC etc.
5. In case of any query candidates may contact on email ID: [rahulrana@pgdave.du.ac.in](mailto:rahulrana@pgdave.du.ac.in)
6. Application Fee once paid shall not be refunded under any circumstances.
7. Candidates called for written Test/Practical Test/Skill Test etc. shall do so at their own expenses. No TA/DA shall be paid to the candidates.
8. Candidates applying for more than one post must apply separately for each post.
9. 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.
10. The recruitment of the above mentioned posts will be according to the regulations & guidelines of the U.G.C./University of Delhi.
11. All the posts shall be filled as per the Recruitment Rules 2020 (NT) of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi / U.G.C. from time to time.
12. 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.
13. In case the information/documents are found to be false / incorrect, the sole responsibility and liability shall be of the candidate.
14. The upper age limit for the posts advertised shall be determined as on the last date of submission of online applications i.e. 10.08.2022 (Wednesday) or two weeks from the publication of advertisement in Employment News, whichever is later.
15. 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 V.I. (LV) / H.I. categories who suffer from not less than 40 percent of disability. **The helpline contact details of the college for the PwBD applicants only are given as under:**

<b>DR. VIPIN PRATAP SINGH</b> Nodal Officer (PwBD) M – 9999924474	<b>SH. RAHUL RANA</b> Technical Assistant (Computer) Email ID: <a href="mailto:rahulrana@pgdave.du.ac.in">rahulrana@pgdave.du.ac.in</a>
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16. As per the 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 recruitments 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 (except Administrative Officer & Librarian) shall be based on performance of the candidates in the written test / skill test / practical test, etc.

#### 17. 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	5 Years
2	OBC (NCL)	3 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	5 Years
7	Permanent Employee in Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.	5 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.

**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 become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.**

**18. 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. Valid NCL-OBC certificate issued during the period from 01.04.2021 to 31.03.2022 **or closing date of application will be considered valid.** Candidates who have NCL-OBC certificate issued before or after this period will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt (Res-I) dated 31.03.2016. The certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes mentioned in 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) 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.
19. 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.
  20. Canvassing in any form will be a disqualification.
  21. 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.
  22. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
  23. Candidates are advised to visit the College website [www.pgdavevecollege.in](http://www.pgdavevecollege.in) regularly for any update regarding this recruitment.
  24. 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.
  25. 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.
  26. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of the Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the College before applying; candidature will be cancelled at any stage if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the College.

27. 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.
28. Based on the declaration made by the candidate in their online Application form, they will be provisionally declared eligible to appear in the Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All selection will be made in order of merit. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

29. **APPLICATION PROCESS:**

- I. The posts carry usual allowance as admissible to Central Government Servant of similar status.
- II. 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 [www.pgDaveveCollege.in](http://www.pgDaveveCollege.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.**
- III. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications. Required educational qualification/ experience should be completed on or before last date of online submission of application. Recruitment Rules of Delhi University as amended from time to time will be applicable for selection.
- IV. The candidate must ensure that images of the photo and signature should be as per the Guidelines mentioned in the “**Application Form**” and are clearly visible in preview at the time of filling of application in online mode. If photo/signature image is not as per instructions given in the “**Application Form**”, your application will be rejected. Due diligence and care should be taken while uploading images of photo and signature.

In order to fill the application form candidates are required to apply online as per procedure detailed below. The Application Form other than online mode will not be accepted. Before filling and submitting the online form, candidates should read the advertisement carefully. Candidates must follow the instructions strictly as given in the advertisement and on the College website. Application Forms not complying with the instructions are liable to be rejected.

30. **Payment of Fee**

Fee Payable by Candidates	
UR & OBC (NCL)	Rs. 500/-
PWBD & FEMALE	Nil
Remarks:	Applicants belonging to SC/ST category may apply as UR. In that case, they will have to pay Rs. 500/- as application fee.

- I. Application will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.

- II. In case a candidate is found providing incorrect information or the identity is proved to be false at any time/stage in the future, the candidate shall face penal action as per the law and their candidature would be treated as cancelled.
  - III. **The Candidates are not required to send/submit hard copy of Confirmation page to the College office. However, they are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.**
  - IV. 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.
  - V. 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.
31. **The candidates are advised to ensure the following points before filling the Online Application Forms:**
- i. The candidates shall ensure their eligibility before filling the Online Application Form. If found not eligible at a later stage, he/she stands rejected and no claim will be entertained.
  - ii. 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.**
  - iii. Online submission of application may be done by accessing the College official website: [www.pgdavevecollege.in](http://www.pgdavevecollege.in)
  - iv. Online Application form cannot be withdrawn once it has been submitted successfully.
  - v. Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
  - vi. 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.
  - vii. Request for change in any particular in the Application Form shall not be entertained under any circumstances.
  - viii. 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.

-----End of General Instructions-----  
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## **Scheme of Examination for Direct Recruitment**



## Scheme of Examination for Direct Recruitment to the post of Administrative Officer:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of **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.

#### **IV. 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:

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

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 – Descriptive</b> 50 marks (5 questions)

## D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of 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.

## 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:

<b>Written Test</b>		
<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.

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

**(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:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.

3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
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 and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two 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:
  - 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 Assistant:

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

#### A. Scheme of the Examination:

<b>Written Test</b>			
	Type of Examination	Time:	Max. marks allowed:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	2 hours*	150
<b>Total Marks</b>			<b>450</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)	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>

<b>Paper-II</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>
		<b>MARKS</b>
	Descriptive Type	150
<b>TOTAL</b>		<b>150</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 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.

## **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:

<b>Topic</b>	<b>Marks allocated</b>
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 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

### **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.
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 Paper I and Paper II separately. The Merit list shall be drawn on the basis of combined scores of the two 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:
  - 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 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 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<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.

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

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

### A. Scheme of 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 Automation & Library Awareness	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)	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 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.

**(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: Library Automation & Library Awareness.**

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>	<p><b>Section 1 - MCQ</b> 100 marks (50 questions)</p> <p><b>Section 2 – Descriptive</b> 50 marks (5 questions)</p>

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
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 and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two 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:
  - 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 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,

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 through out.
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<sup>th</sup> 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.

## **Scheme of Examination for Direct Recruitment to the post of Computer 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:**

<b>Written Test</b>		
<b>Objective Type (MCQ)</b> General Science and Awareness (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)	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, 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<sup>th</sup> 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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