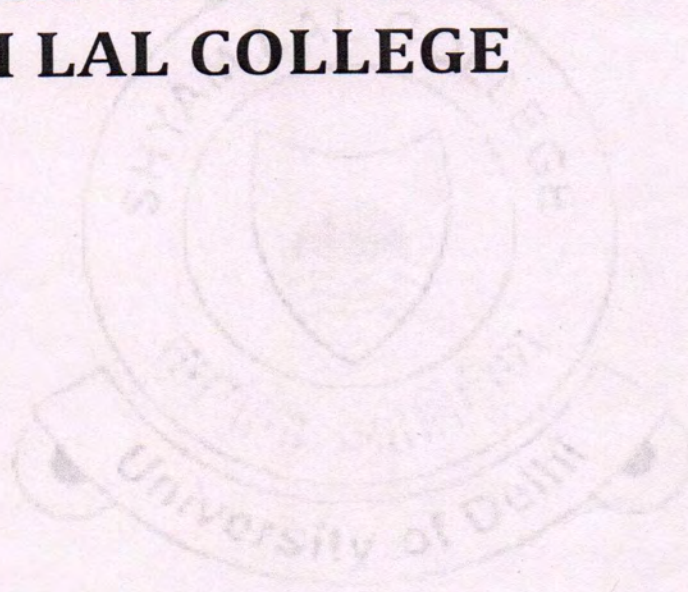


**INFORMATION BROCHURE  
FOR SUBMISSION OF ONLINE  
APPLICATION FOR  
RECRUITMENT OF NON-  
TEACHING POSITIONS IN  
SHYAM LAL COLLEGE**





## General instructions for candidate

### How to Apply:

1. Application must be submitted only in **Online mode** at the website of Shyam Lal College i.e. [www.slc.du.ac.in](http://www.slc.du.ac.in)  
The Application Form in any other mode will not be accepted.
2. A separate application form along with requisite fee has to be submitted for each post.
3. College will not be responsible for the candidates not being able to submit their application within the last date on account of the **aforsaid reasons** or for any other reason beyond the control of the College.
4. Candidates must follow the instructions given on College website [www.slc.du.ac.in](http://www.slc.du.ac.in) strictly. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that e-mail Address and Mobile Number provided in the **Online Application Form** are their **own**, as all information/ communication will be sent by the College through e-mail on the **registered e-mail address or SMS on registered Mobile Number only**.
6. Read general instructions carefully to ensure your eligibility. A candidate can apply for more than one posts for which he/she is eligible for, with online payment of prescribed fee (in multiple of no. of posts applied for). However, in case a candidate is found of having filled up more than one application forms for a post, the Admit Card will be cancelled, his /her result will be withheld and /or his/her candidature will be forfeited for this/future examination.
7. The Candidates have to appear at their own cost at the Examination Centre on Date and Timing indicated on their AdmitCard issued by the College.
8. Any request to change the Date, Time etc. provided on the Admit Card shall not be considered under any circumstances.
9. Candidates are advised to visit the website : [www.slc.du.ac.in](http://www.slc.du.ac.in) at regular intervals for updates.
  1. *The entire application process of the College Recruitment -2021 is online, including uploading of scanned images, payment of fees, and printing of confirmation page, etc. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to the College through Post/ Fax/ by Hand/E-mail.*

#### DISCLAIMER

1. Candidates are advised to read the Detailed Advertisement carefully and go through the instructions therein, especially regarding filling of Online Application Form and scheme of Examination available on [www.slc.du.ac.in](http://www.slc.du.ac.in) before starting online registration.
2. Candidates should ensure that all information entered during the online registration process is correct.
3. Online information provided by candidates, like, name of candidate, date of birth, contact/ address details, Category and PwBD status, educational qualifications and experience details, etc will be treated as correct/final. Any request for changes in such information will not be considered by the College under any circumstances. Any candidate found to mislead by providing inaccurate information will be debarred from taking this recruitment examination and his / her candidature for any post shall be automatically treated as forfeited.
4. The College disclaims any liability that may arise due to Incorrect information provided by the candidate(s) during application process.
5. The College does not edit /modify/alter any information entered by the candidates under any circumstances. Therefore, candidates are advised to exercise utmost caution and care for filling up correct details in the Application Form.





## RECRUITMENT OF NON-TEACHING STAFF

1. Shyam Lal College invites online applications from interested / eligible candidates in the prescribed application form available on the College website i.e. [www.slc.du.ac.in](http://www.slc.du.ac.in) as per the details mentioned in this Information Guidelines, for filling up of the following posts in the College.

Advertisement no. Estt./Advt./NT/2021-2022/6542 dated 30.12.2021

S. No.	Name of the Post	Pay Level	UR	SC	ST	OBC	EWS	PWBD (VI-B,LV)	TOTAL	Max Age
1	Senior Personal Assistant	07	01						01	35
2	Professional Assistant	06	01						01	35
3	Senior Technical Assistant (Computer)	06	01						01	30
4	Senior Assistant	06						01	01	30
5	Assistant	04	01						01	30
6	Laboratory Assistant	04	03						03	30
7	Junior Assistant	02	02	01		02			05	27
8	Library Attendant	01	03						03	30
9	Laboratory Attendant	01	03						03	30
10	Computer Laboratory Attendant	01	01						01	30

### Note:

1. UR-Unreserved, SC- Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Classes, EWS- Economic Weaker Section, PWBD- Persons with Benchmark Disabilities, VI-B,LV - Visually Impairment- Blind, Low Vision.
2. The candidates are instructed to read carefully the eligibility criteria along with the general instructions before filing the application form uploaded on the College website.
3. The College reserves the right to change the nature or number of posts advertised.
4. Any addendum/corrigendum shall be posted on the website only.
5. The earlier Advertisement in Newspaper/DU/College website regarding filling up these vacant posts of the Non- Teaching staff stands cancelled. Those who already applied may apply afresh.





## DETAILS OF POST & QUALIFICATIONS:

### 1. SENIOR PERSONAL ASSISTANT

Pay as per Level 07

**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 100 w.p.m.
  - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

**Desirable:**

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

**Age Limit: 35 Years**

### 2. PROFESSIONAL ASSISTANT

Pay as per Level 06

**Essential:**

1. M. Lib.Sc./M.L.I. Sc. or equivalent  
OR  
Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib.Sc./B.L.I.Sc.
2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.

**Age Limit: 35 Years**

### 3. Senior Technical Assistant (Computer)

Pay as per Level 06

**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.

**Age Limit: 30 Years**





4. **SENIOR ASSISTANT**

Pay as per Level 06

**Essential:**

1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

**Age Limit: 30 Years**

5. **ASSISTANT**

Pay as per Level 04

**Essential:**

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

**Age Limit: 30 Years**

6. **LABORATORY ASSISTANT**

Pay as per Level 04

**Essential:**

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

OR

Graduate with relevant subject.

**Age Limit: 30 Years**

7. **JUNIOR ASSISTANT**

Pay as per Level 02

**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.

**Age Limit: 27 Years**





**8. LIBRARY ATTENDANT**

Pay as per Level 01

**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.

**Age Limit: 30 Years**

**9. LABORATORY ATTENDANT**

Pay as per Level 01

**Essential:**

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

**Age Limit: 30 Years**

**10. Computer Laboratory Attendant**

Pay as per Level 01

**Essential:**

Should have passed Matriculation (10th) 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.

**Age Limit: 30 Years**





## Scheme of Examination

### 1. 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:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
<b>TOTAL</b>		<b>150</b>	<b>300</b>

Paper-II	TEST COMPONENTS	DURATION: 3 hours
		MARKS
Descriptive Type		200
<b>TOTAL</b>		<b>200</b>

#### C. Syllabus:

##### Paper - I:

- (i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed





to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of English/Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

#### Paper - II:

**Descriptive Type:** The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

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

#### **D. Skill Test:**

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

#### **Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of 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 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list



would be decided as follows:

- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
- In case of further bunching/bracketing of candidates, candidate senior in age.
- In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## 2. Scheme of Examination for direct recruitment to the post of Professional Assistant

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

### A. Scheme of the Examination:

<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 System etc.	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/institution under the direct supervision of University Librarian.  The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 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)	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:

- 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.
- 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
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	<b>Section 1 - MCQ</b> 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	<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.

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in 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, if any, 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.

3. **Scheme of Examination for direct recruitment for 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 (COMPUTER)**

**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. 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, decisionmaking, 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't in a laboratory related to various hazards, precautions etc.

**Note:**

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
- The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
- Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper- I.



5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

4. **Scheme of Examination for direct recruitment to the post of SENIOR ASSISTANT**

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

A. **Scheme of the Examination:**

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

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

B. **Test components:**

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
<b>TOTAL</b>		<b>150</b>	<b>300</b>

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
Descriptive Type		200
<b>TOTAL</b>		<b>200</b>

C. **Syllabus:**

**Paper - I:**

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





National/International Organizations /Institutions, events etc.

- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English or Hindi:**  
In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**Paper - II:**

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

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

**Note:**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





5. **Scheme of Examination for direct recruitment to the post of 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:**

Written Test			
	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:**

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
<b>TOTAL</b>		<b>150</b>	<b>300</b>

Paper-II	TEST COMPONENTS	DURATION: 2 hours	
		MARKS	
	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:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the 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 1/4th 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.

**6. Scheme of Examination for direct recruitment to the post of LABORATORY ASSISTANT**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **Laboratory Assistant**

**A. Scheme of Examination:**

Written Test		
<b>Paper – I (MCQ)</b> General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)





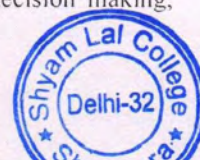
<b>Paper – II</b> Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty.  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.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making,





visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

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

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

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

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

D. **Skill Test:**

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

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

**Note:**

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
- 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.
- Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
- There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
- 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.
- In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## 7. 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: 1.5 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 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**8. 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, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**9. Scheme of Examination for direct recruitment to the post of LABORATORY ATTENDANT/ COMPUTER LABORATORY ATTENDANT**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **Laboratory Attendant/ COMPUTER LABORATORY ATTENDANT**

**A. Scheme of Examination:**





Written Test		
<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 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





**GENERAL CONDITIONS FOR THE APPLICANTS**

1. 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.

2. **AGE RELAXATION:**

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

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

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

c. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).

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 atleast 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).

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

e. The above provisions are summarized in the table given below:

S.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.	PWD	10 years
4.	Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 years
5.	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.
6.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon





7.	Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)	Upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges provided they have put in atleast one year of service.
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\*The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

However, SC/ST/OBC (NCL)/PWBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC (NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

### 3. 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 2021-2022, therefore, valid NCL-OBC certificate issued during the period from 1.4.2021 to 31.3.2022 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 1.4.2021 to 31.3.2022), 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) 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.
4. Those who are in employment with state/Central Govt./PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of submission of online application OR verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
  5. Canvassing in any form will be a disqualification.
  6. 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.
  7. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
  8. Candidates are advised to visit College website [www.slc.du.ac.in](http://www.slc.du.ac.in) regularly for any update regarding this recruitment.
  9. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the College reserves the right not to fill up some or all posts advertised, if the circumstances so





warrant.

10. 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.
11. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the College before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the College.
12. 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.
13. 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.
14. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the College.





## APPLICATION PROCESS:

1. The posts carry usual allowance as admissible to Central Government Servant of similar status.
2. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through ONLINE mode. The Online Applications can be submitted through website i.e. [www.slc.du.ac.in](http://www.slc.du.ac.in) as per instructions given on the College 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 for their record.**
3. The candidature of such applicants who fail to complete the online application by the stipulated date will not be considered and rejected. No correspondence in this regard will be entertained.
4. 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, failing which their application will be summarily rejected. 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.
5. 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**" in that case, 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 Information Brochure and on College website. Application Forms not complying with the instructions are liable to be rejected.

*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.
- (iii) Online submission of application may be done by accessing the College official website: [www.slc.du.ac.in](http://www.slc.du.ac.in).
- (iv) Online Application Form cannot be withdrawn once it is 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 for, with online payment of prescribed fee (in multiple of no. of posts applied for). However, if a candidate submits more than one Application Form for one or more posts, his/her candidature for those post(s) are likely to be cancelled.
- (vii) Request for change in any particular in the Application Form shall not be entertained under any circumstances.





Stage IV: Payment of Fee	
Fee Payable by Candidates	
UR, OBC, EWS	Rs.500/-
SC, ST	Rs.300/-
PWBD, FEMALE	NIL

1. After completing Step III of Online Application Form, the Candidate has to remit the examination fee.

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

3. 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.

4. The Candidates are not required to send/ submit hard copy of Confirmation page to College office. However, they are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.

5. 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 is the proof of successful submission of Application Form.

6. 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.

**Note:**

(i) 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 submission of online application during the last day.

(ii) The Candidates are advised to keep the following with them safely, till the recruitment process is completed:

- At least **four printouts** of the Confirmation Page of Online Application Form.
- Print Proof of fee paid.
- Photographs (**same as uploaded on the Online Application Form**) – 6 to 8 passport size photographs need to be kept aside.
- Copy of the Admit Card.





### Admit Card

- The Admit Card is issued provisionally to the candidates, subject to their fulfilling/satisfying the eligibility criteria/conditions laid down.
- The Admit Cards will be uploaded on the website [www.slc.du.ac.in](http://www.slc.du.ac.in). The candidates can download their respective Admit Cards from this website in due course which will be announced in advance through the website. The Candidates has to appear in the Test only in the Exam Centre on the Date and Timing as indicated in their respective Admit Cards. They have to check the admit card carefully for their Name, Date of Birth, Gender, Examination Centre Name, City, and Category, etc., as soon as they download the Admit Card. In case of any discrepancy, they can bring the same to the notice of college forthwith.
- No candidate will be allowed to appear at examination centre, on Date and Timings other than that allotted to her/him in the Admit card.
- In case candidates are unable to download Admit Cards during the schedule to be announced later, from the website, the candidate should approach the College between 10:00 am to 4:00 pm on all working days.
- **The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.**

#### **Important Notes:**

- a) Candidate may please note that Admit Cards will not be sent by post.
- b) In no case, the duplicate Admit Card for Recruitment test/Examination would be issued at the Examination Centre.
- c) Candidate must not mutilate the Admit Card or change any entry made therein.
- d) Candidates are advised to preserve their Admit Cards in good condition for future reference.
- e) No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- f) Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility, which shall be further scrutinized at subsequent stages of Recruitment process.

Allowing the candidates to appear in the test is provisional subject to being found otherwise eligible at the time of verification of documents and will be called for interview (if applicable), if found eligible in all respect.





CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S / o / D / o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

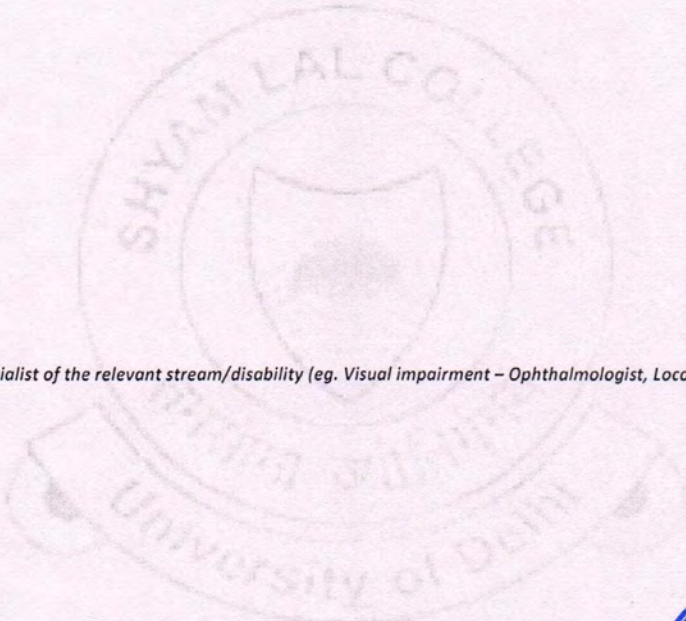


Signature  
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a  
Government health care institution  
Name & Designation  
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

[Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist/PMR).]





**LETTER OF UNDERTAKING FOR USING OWN SCRIBE**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that the qualification of scribe is \_\_\_\_\_. In case, subsequently it is found that the qualification of scribe is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to admission and claims relating there to.

(Signature of the candidate with Disability)

Photograph of Candidate same as uploaded in online application

Photograph of Scribe  
(Self-Attested Photograph)

Place:  
Date:

Name of Scribe	ID of the Scribe	ID NO.

