

UNIVERSITY OF DELHI

1. 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 etc. for recruitment to the post of **Senior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			Interview/Personality Test
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks Allowed: 100 marks	
Total Marks (150 + 100 + 50)			300 marks

B. Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application to society, General English, Mathematical Ability and Computers. Questions will also be designed to test knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economic scene, General Polity, Scientific Research, basics/fundamentals of computers, sports etc. These questions will be such that they do not require a special study of any discipline.

C. 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:

Basic knowledge of the Constitution of India

Knowledge and application of Office Procedures, Rules &

Regulations. English with special reference to skill in noting/drafting.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

(SCHEME OF EXAMINATION AS PER DELHI UNIVERSITY RULES FROM TIME TO TIME)

2. 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:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1 hour	100
Total Marks			300

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

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
TOTAL		200	200

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay, comprehension & letter writing	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 40 words per minute, which will be tested on a computer (PC).*

*PwD 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/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper- I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The
7. Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
8. 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 to the post of M.T.S. Library

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of M.T.S. Library by the direct recruitment:

A. Scheme of Examination:

Written Test			
	Type of Examination	Time	Max. Marks allowed
Paper-I	Objective Type General Awareness etc. (75 questions)	1 hour	150
Paper-II	Descriptive Type	1 hour	100
Interview			50
Total Marks			300

A. Simple English, General Awareness and Mathematical Calculation of 8th standard

B. General awareness / Library aptitude.

Note:

- 1 The questions shall generally be on the minimum qualification level of the post concerned.
- 2 There shall be no negative marking for wrong answers.
- 3 The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
- 4 Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.

