ELIGIBILITY CONDITIONS FOR THE POST OF SENIOR PERSONAL ASSISTANT

S.No. 1

Name of the Post :- SENIOR PERSONAL ASSISTANT

Age Limit for Direct Recruitment - 35 Years

Essential Qualifications:-

- 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:

- 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 8 Liveli of Government of India.

रार्थवाहक प्राचार्य Officiating Principal Motilal Nehru College (University of Delhi) Harris Salver and Margarito Juanez Margarito Juanez Margarito 10021

Scheme of Examination FOR Senior Personal Assistant

Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'B' (Non Gazette) level (Level 06, Level 07), for example Assistant Manager (Guest House), Security Officer, Assistant Security Officer, Hindi Translator, Legal Assistant, Personal Assistant, Console Operator, Assistant Electronic Engineer, Workshop Technician, Network & System Operator, Physiotherapist, Technician, Social Worker, Draftsman Grade -I, Nurse, X-Ray Technician, Horticulturist, etc.

A. Scheme of the

Max. marks:

Examination: Type of

Examination

| Paper-I | MCQ Type | 2 hours* | 300 marks (150 questions) |
|------------------------|---|----------------------------|---|
| Paper-II Skill Test | Descriptive Type 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) | 3 hours* Time: 1/2 hrs. | 200 marks The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature. |
| | | | |

Total Marks

500

TEST COMPONENTS DURATION: 2 hours

B. Test components:

| Paper-I NO. OF QUESTIC | ONS | MAR | KS | |
|---------------------------|--------------------|-----|----|-----|
| (i) | Questions | 50 | | 100 |
| | pertaining to | | | |
| | specific area of | | | |
| | the post concerned | 5.4 | | 50 |
| (ii) | General | 25 | | 50 |
| | Awareness | | | |
| (iii) | Reasoning Ability | 25 | | 50 |
| (iv) | Mathematical | 25 | | 50 |
| | | | | |

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

(v)

Ability

Test of Language

50

TOTAL

English or Hindi 150

300

Paper-II

TEST

DURATION: 3

COMPONENTS

hours

MARKS

Descriptive Type

200

25

TOTAL

200

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 Basic knowledge pertaining to

Marks allocated

100 marks (10 questions x 10 marks)

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functional, procedural aspect of the work profile of the post concerned. Situation Test analysis, where the candidates reaction would be sought on a given situation test case Knowledge of Computers with special reference to knowledge of word processing, data analysis packages Essay Each question to be answered in 100 words 25 marks (200 words)

25 marks

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
- 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.

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4.3.2 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:

Scheme of the Examination:

| Written Test | Time: 2 hours* | Max. marks: |
|--|----------------|-----------------------------------|
| Paper - I | Time: 2 nours | 300 marks (150 questions) |
| MCQ Type | | |
| The state of the s | Time: 3 hours* | Max. marks: |
| Paper-II | 1 | 200 marks |
| Descriptive Type | | sually Handicapped, Cerebral Pale |

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

Test components: B.

| | | DURATION: 2 ho | urs |
|---------|-----------------------------------|------------------|-------|
| Paper-I | TEST COMPONENTS | NO. OF QUESTIONS | MARKS |
| | C Louis ronous | 30 | 60 |
| i) | General awareness | 40 | 80 |
| ii) | Reasoning ability | 7 | 20 |
| | Mathematical ability | 40 | 80 |
| iii) | | 40 | 80 |
| iv) | Test of Language English or Hindi | 40 | |
| , | | 150 | 300 |
| | TOTAL | 130 | |

| ES LINE TO. | TEST COMPONENTS | DURATION: 3hours MARKS |
|-------------|------------------|------------------------|
| Paper-II | Descriptive Type | 200 |
| | TOTAL | 200 |
| | TOTAL | 30 |

Syllabus: C.

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. Officiating Princip



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(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.

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:

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

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-
- 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.

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4.3.3. 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 Tes | it. | Charles and the Control of the Contr | Max. marks allowed: |
|------------------------|---|--|---------------------------|
| | Type of Examination | Time: | Max. marks anoved. |
| D I | MCQ Type | 2 hours* | 300 marks (150 questions) |
| Paper-I | Descriptive Type | 2 hours* | 150 |
| Paper-II Total Mark | Charles and Commercial States of Commercial States | | 450 |

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

B. Test components:

| | | DURATION: 2 hours | | |
|-------------|-----------------------------------|-------------------|-------|--|
| Paper-I | TEST COMPONENTS | NO. OF QUESTIONS | MARKS | |
| 3 | General awareness | 30 | 60 | |
| (i) (ii) | Reasoning ability | 40 | 80 | |
| iii) | Mathematical ability | 40 | 80 | |
| iv) | Test of Language English or Hindi | 40 | 80 | |
| | TOTAL | 150 | 300 | |

| | and the contracting | DURATION: 2 hours |
|---------|---------------------|-------------------|
| | TEST COMPONENTS | MARKS |
| Paper-H | Descriptive Type | 150 |
| | TOTAL | . 150 |

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.

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(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.

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:

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

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.

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-

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.

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 lets and



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

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

A. Scheme of the Examination:

| Written Test | | | Max marks: |
|--------------|----------------------------|----------|---------------------|
| | Type of Examination | Time:* | 200 (200 questions) |
| Paper-1 | MCQ Type | 3 hours | 100 |
| Paper-II | Essay & Comprehension test | 1.5 hour | 300 |

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

B. Test components:

| | | DURATION: 3 hours | | |
|-----------|---------------------------|-------------------|-----|--|
| Paper-I | TEST COMPONENTS | NO. OF QUESTIONS | | |
| 1 | General awareness | 50 | 50 | |
| i) ii) | Reasoning ability | 50 | 50 | |
| i) | Mathematical ability | 50 | 50 | |
| v) | Language English or Hindi | 50 | 50 | |
| 1 | TOTAL | 200 | 200 | |

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

| TEST CO | OMPONENTS | DETAILS |
|-----------------------|------------|--|
| SKILL TEST On spot ty | yping test | Qualifying speed shall be at least words per minute in English or words per minute in Hindi, which w 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, experience to the contract of the contract 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.

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History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

- (ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

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

Paper - II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

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

Note:

- 1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
- 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.
- Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-II.
- 5. There shall be negative marking for wrong answers in Paper I 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.
- 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. White

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4.4. Technical Posts:

4.4.1 Scheme of Examination for Direct Recruitment 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:

| Paper -I (MCQ) | Time: | Max. Marks: |
|---|---------|-------------------------|
| Test of General Science and awareness | 2 hrs.* | 300 marks |
| (Level-Post graduate) | | (150 questions) |
| Paper - II | Time: | Max. Marks: |
| Subject specific laboratory based practical questions | 3 hrs.* | 150 marks |
| Skill Test | Time: | The test will be of 50 |
| Skills pertaining to subject matter of the concerned | 1 hr. | marks. To qualify, the |
| post would be assessed through a skill test to be | | candidate should obtain |
| conducted by the concerned department under the | 2 m | 30 marks. |
| direct supervision of HOD/Dean of concerned | 1.0 | This will, however, be |
| Faculty/Principal of College. | : 27 | only qualifying in |
| The skill test shall be conducted in a manner which | | nature. |
| 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. | | |
| Total Marks (300+150) | 47. | 450 marks |

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

| | | DURATION: 2 hours | |
|-----------|-----------------------------------|-------------------|-------|
| Paper – I | TEST COMPONENTS | 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 |
| | TOTAL | 150 | 300 |

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B. Detailed Syllabus for Paper I:

(i) General science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

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 |
|--|--|
| Subject specific laboratory based practical questions Knowledge of Computers with special reference to knowledge of word processing, data analysis packages | Section 1 - MCQ 100 marks (50 questions) Section 2 - Descriptive 50 marks (5 questions) |

D. Skill Test:

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

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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

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-
- 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.

In case option at (a) and (b) is exhausted, it will be decided through draw of lots,

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

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

A. Scheme of Examination:

| Written Test | Time: 2 hrs.* | Max. Marks: |
|--|---------------|----------------------------------|
| Paper - 1 (MCQ) | Time: Zitrs. | 300 marks |
| General Science & Awareness | | (150 questions) |
| (150 questions) | Time: 3 hrs.* | Max. Marks: |
| Paper - II | Time: 5 iiis. | 150 marks |
| Subject specific laboratory based practical | | |
| questions | Time: | The test will be of 50 marks. To |
| Skill Test | 1 hr. | qualify the candidate should |
| Skills pertaining to subject matter of the | 1111. | obtain 30 marks. |
| concerned post would be assessed through a skill test to be conducted by the concerned | | This will, however, be only |
| department under the direct supervision of | | qualifying in nature. |
| 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 | 3 34 | |
| 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 | 1 1 2 | |
| the practical knowledge of the candidate in | | |
| terms of various Do's and Don'ts in a | | |
| laboratory related to various hazards, | | |
| precautions etc. | | 450 marks |
| Total Marks (300+150) | | |

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

| | | DURATION: 2 hours | |
|-----------|-----------------------------------|--------------------------|-------|
| Paper – I | TEST COMPONENTS | 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 |
| | TOTAL | 150 | 300 |

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B. Detailed Syllabus for Paper I:

- (i) General Science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.
- (ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and nonverbal 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 |
|--|--|
| Subject specific laboratory based practical questions Knowledge of Computers with special reference to knowledge of word processing, data analysis packages | Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions) |

D. Skill Test:

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

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

Note:

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 muduls assets throughout.

2. The questions in the written test will be of the level of degree/diploma/examination whether College as the minimum eligibility for the respective post.

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3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.

4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I

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.

- 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.
 - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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

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

A. Scheme of Examination:

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

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

| | | DURATION: | 3 hours |
|----------------------------|-----------------------------------|-------------------|---------|
| Objective Type (MCQ) | TEST COMPONENTS | NO. OF QUESTION S | 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 . |
| | TOTAL | 150 | 300 |

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, discriminations of the problem solving.

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relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series

(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:

The question paper should be bilingual (English and Hindi) and the applicant will have the option 1. 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
- 4. 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 written test.

- 6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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

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

A. Scheme of the Examination:

| Written Test | Time: 2 hrs.* | Max. Marks: |
|--|---------------|-----------------|
| Paper -I (MCQ) | 1 line. 2 ms. | 300 marks |
| Library Aptitude, General Awareness etc. | | (150 questions) |
| (150 questions) | 21.* | Max. Marks: |
| Paper – II | Time: 3 hrs.* | 150 marks |
| Library Operations etc. Total Marks (300+150) | | 450 marks |

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

| | | DURATION: 2 hours | |
|-----------|-----------------------------------|-------------------|-------|
| Paper – I | TEST COMPONENTS | NO. OF QUESTIONS | MARKS |
| (i) | Library Aptitude | 50 | 100 |
| (ii) | General Awareness | 25 | 50 |
| (iii) | Reasoning Ability | 25 | 50 |
| (iv) | Mathematics Ability | 25 | 50 |
| (v) | Test of Language English or Hindi | 25 | 50 |
| | TOTAL | 150 | 300 |

B. Detailed Syllabus for Paper I:

- (i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.
- (ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

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- (iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

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

| Topic | Marks allocated |
|---|--------------------------|
| Knowledge and application of Library and | Section 1 - MCQ |
| Information Science Procedures, rules & Regulations. Knowledge of Computers with special reference | 100 marks (50 questions) |
| to knowledge of Library Software Packages of | Section 2 – Descriptive |
| Word Processing, Data Analysis Packages. | 50 marks (5 questions) |

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used
- 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-
- 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 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.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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

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

A. Scheme of Examination:

| Written Test | | LM Marker |
|--|---------------|-----------|
| Objective Type (MCQ) | Time: 3 hrs.* | |
| Library Aptitude, General Awareness etc. | | 300 marks |
| (150 questions) | | |
| Total Marks | | 300 marks |

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

| Objective Type (MCQ) | TEST COMPONENTS | DURATION: 3 hours | |
|----------------------------|-----------------------------------|-------------------|-------|
| | | NO. OF QUESTIONS | MARKS |
| (i) | 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 |
| | TOTAL | 150 | 300 |

B. Detailed Syllabus:

- (i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.
- (ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage,

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(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

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.

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.

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