

Advt. No.SAC(E)/N.T./2025/67

Dated: 04.06.2025

Online applications are invited from the eligible candidates for appointment to the following non-teaching posts on permanent basis latest by 25.06.2025 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.

Details of posts to be filled										
S. No.	Name of the Post	Pay Level	No. of posts	UR	SC	ST	OBC	EWS	PwBD	Age Limit
1.	Administrative Officer	10	01	01	-	-	-	-	-	40
2.	Section Officer	7	02	01	01	-	-	-	-	35
3.	Senior Personal Assistant	7	01	01	-	-	-	-	-	35
4.	Senior Assistant	6	01	-	01	-	-	-	-	35
5.	Assistant	4	01	-	01	-	-	-	-	32
6.	Junior Assistant	2	01	01	-	-	-	-	-	32
7.	Library Attendant	1	03	02	-	-	01	-	-	32
8.	Tabla Accompanist*	4	01	01	-	-	-	-	-	45

\* The post will be filled up after due approval of the UGC

**Note:**

1. **UR-** Unreserved, **SC-**Scheduled Caste, **ST-** Scheduled Tribe, **OBC-** Other Backward Classes, **EWS-** Economically Weaker Section, **PwBD-** Person with Benchmark Disability
2. The candidates are instructed to carefully read the eligibility criteria along with the general instructions before filling the application form. For details, please see the College website: <https://www.aubindoe.du.ac.in> and click “Job Opportunities” under the head “Advertisement- Non-Teaching Vacancies”. The link for submission of application is [dunt.uod.ac.in](https://www.dunt.uod.ac.in)
3. The number, nature and category of posts advertised may vary and the College reserves the right not to fill up some or all the posts advertised, modify or withdraw partial or full advertisement, if the circumstances so warrant.
4. Any addendum/dedendum/corrigendum shall be posted on the College website only.
5. Those in service should apply through proper channel.

Sd/-  
Principal (OSD)

**Advt. No. SAC(E)/N.T./2025/67 dated 04.06.2025**

**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:**

**1. Administrative Officer**

**Essential Qualifications:**

Master degree with at least 55% of marks or its equivalent grade.

**Note:**

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liase with other divisions/departments and participate in discussions with senior-functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management/ HR/ Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time in this regard.
5. All the direct recruits should possess working knowledge of computers.

**Maximum Age Limit:** 40 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

**2. Section Officer**

**Essential Qualifications:**

- i) A Bachelor's Degree in any discipline from any recognized institute/ University.
- ii) Three Years' Experience as Senior Assistant/ Assistant or equivalent in Pay Level 6 or eight years as Assistant /UDC or equivalent in Pay Level 4 in any Central/ State Govt./ University PSU and other Central or State Autonomous Institutions or holding equivalent positions in the same Pay Level or equivalent pay in any reputed Private company/ bank with annual turnover of minimum Rs. 200/- Crores or more.
- iii) Proficiency in computer operations, noting and drafting.

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

### **3. Senior Personal Assistant**

#### **Essential Qualifications:**

- i) A Bachelor Degree from a recognized University/ Institute.
- ii) Minimum 03 years' experience working as Personal Assistant in Pay Level 6 or 5 years as Stenographer in Pay Level 4 or above in a University/ Research establishment/ Central State Govt. PSU and other autonomous bodies or at equivalent pay in private organization of repute.

(Note: The candidate shall be judged for (a) Proficiency in English/ Hindi Stenography speed: 120 w.p.m. or 100 w.p.m. in Hindi (b) English/ Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi and (c) Knowledge of Computer Applications)

#### **Skill Test Norms on Computer:**

- i) Dictation: 10 minutes @ 120 w.p.m. in English/ 100 w.p.m. in Hindi.
- ii) Transcription: 50 minutes (English) or 60 minutes (Hindi).

#### **Desirable:**

Proficiency in English/ Hindi & good communication skill.

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

### **4. Senior Assistant**

#### **Essential Qualifications:**

- (i) Bachelor's Degree from any recognized University/Institution.
- (ii) Three Years' of experience as Assistant or equivalent in the Level 4

The experience should be in Central /State Government/University/PSU and other Central/State Autonomous Bodies or equivalent pay package in reputed private Companies/ corporate bank with a minimum annual turnover of at least Rs.200/- Crores or more.

#### **Note:**

The candidate should have proficiency in Computer application, noting and drafting etc.

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

## **5. Assistant**

### **Essential Qualifications:**

- (i) A Bachelor's Degree from a recognized Institute/ University
- (ii) Two Year experience as Junior Assistant/ Equivalent posts in University/ Research Establishment/ Central/ State Govt./ PSU/ Autonomous Bodies or equivalent pay package in reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more
- (iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm.

### **Note:**

The candidate should have proficiency in Computer Operations

**Maximum Age Limit:** 32 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

## **6. Junior Assistant**

### **Essential Qualifications:**

- i) A Bachelor's Degree from any recognized Institute/ University.
- ii) English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m.
- iii) Proficiency in Computer Operations.

**Maximum Age Limit:** 32 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

## **7. Library Attendant**

### **Essential Qualifications:**

- i) 10+2 or its equivalent examination from a recognized Board.
- ii) Certificate course in Library Science from a recognized Institution.

(Note: Candidates shall be assessed for knowledge of Computer Applications).

**Maximum Age Limit:** 32 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)

## 8. Tabla Accompanist

### Essential:

1. Proficiency in the art of Tabla/Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music.
2. Degree in Tabla/Pakhawaj

OR

Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years

### Desirable:

1. Knowledge of other percussion instruments like Dholak, Naal etc.
2. Knowledge of Hindustani Music, both Vocal and Instrumental.
3. Minimum two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan.
4. A.I.R. grade will be given preference

**Note:** The Proficiency in the art will be assessed through practical skill test.

**Maximum Age Limit:** 45 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Note: the educational qualifications, experience, and other criteria that candidates must meet to be eligible for a position. These rules are usually found in the [Delhi University website](#) or other official publications

The University of Delhi (DU) follows its own recruitment rules for determining the qualifications required for different posts. These rules specify



### General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University 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. Application fees and forms are to be submitted as per details given below:

General/Unreserved - Rs. 1,000/-  
OBC (NCL), EWS, Female - Rs. 800/-  
SC, ST, PwBD - Rs. 600/-

- Applications with incomplete information or without requisite fee shall be rejected.
- Fees once paid will not be refunded under any circumstances.

### 3. 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.

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).

Further, one time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/adhoc basis in the University or its College(s) provided they have put in at least one year of service is extended to all such persons irrespective of their age at the time of joining the University in respective category.

Note: This exemption is extended only to the contract/daily wages/adhoc employees

appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project based assignments or through outsourced agencies in the University or its Colleges.

- 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/skill test/document verification (if applicable) also even if the same has been submitted earlier.
4. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwD category.

However, SC/ST/OBC(NCL)/PWD 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.

#### 5. **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 2024-2025, therefore, valid NCL-OBC certificate issued during the period from 01.04.2024 to 31.03.2025 will be considered valid. Candidates applying under OBC category must produce the valid caste certificate in the form at provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
- (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM.No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No.

36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application but not earlier than 01.04.2024. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

- (iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
6. Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
  7. Canvassing in any form will be a disqualification.
  8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
  9. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
  10. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
  11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
  12. The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
  13. In case of any advertent/inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
  14. 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 Delhi University 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 University.

15. 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.
16. Based on the declaration made by the candidate in their Online Registration Form/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.
17. 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/Skill Test (as applicable). 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 University.
18. No TA/DA shall be paid to candidates for attending the written test/skill test.
19. The last application submission date is indicated in the present advertisement uploaded on the University website.
20. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email id **non\_teaching\_rec@admin.du.ac.in**

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**PRINCIPAL**



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2.5 Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer (In Colleges) under direct recruitment mode:

**I. The process of Recruitment shall be carried in two stages:**

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Interview/Personality Test.

**1. Stage 1: Preliminary test for shortlisting of applicants**

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

**Scheme of the Examination of Preliminary test**

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	100	400
<b>TOTAL</b>			<b>400</b>

- This test will only be for shortlisting and will have no weightage in the final assessment.
- For further details Section III needs to be referred.

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

**2. Stage 2: Selection of candidates**

a.) Examination (Main)

**Scheme of Examination**

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	Basic knowledge of the Constitution of India and Indian polity, Educational Administration and Management, Functional aspects of working of Government Bodies and Institutions.	70
<b>TOTAL</b>		<b>70</b>

- For further details Section III needs to be referred.

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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b) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
<b>TOTAL</b>		30
<ul style="list-style-type: none"><li>• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Interview/Personality Test.</li><li>• For further details Section III needs to be referred.</li></ul>		

c) Final merit list

The breakup of final merit list will be as follows:

Description	Marks
Examination (Main)	70
Interview/Personality Test	30
Total	100

II. Syllabus:

**Preliminary Test MCQ based:**

The questions would be MCQ based and designed to test the knowledge of the candidates in following areas:

a) General Studies – 30 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 30 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 30 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Functioning of Higher Educational Institutions - 10 questions

Section on Functioning of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.



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**Examination (Main)**

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Basic knowledge of the Constitution of India and Indian Polity

Indian Constitution: Evolution, Features, Amendments, Significant provisions and Basic structure, Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these, Structure, organization, and functioning of the Executive and the Judiciary, Ministries and Departments of the Government, Salient features of the Acts pertaining to Reservation and Transparency, Appointment to various Constitutional posts, powers, functions, and responsibilities of various Constitutional Bodies, Statutory, regulatory, and various quasi-judicial bodies.

b) Educational Administration and Management

The questions will be designed to test the candidate's knowledge and awareness on:

- Higher Education System in India, its Regulatory Bodies and recent developments in the field.
- Financial Administration in Higher Educational Institutions including budget, formulation and execution of budget.
- Application of Information Communication Technology (ICT) and other modern technologies in the Higher Education system.

c) Functional aspects of working of Government Bodies and Institutions

The questions will be designed to test the candidate's knowledge and awareness of:

- General Financial Rules,
- Procurement through GEM,
- Pension and Grievance handling, etc.

**Interview/ Personality Test:**

Interview/ Personality Test would be conducted to test the knowledge and personality of the candidate to assess his/her suitability for the post.

**II. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary and Examination (Main) as indicated in Section I and II 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.

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2. (i) All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category for deciding the cut off for qualifying the Preliminary test for the respective category.  
  
(ii) Further, against one vacant post, 30 candidates shall be shortlisted for appearing in Examination (Main), based on Preliminary test. For more than one vacancy, additional 15 candidates shall be shortlisted for each remaining advertised vacancy. (For e.g. for one vacancy, 30 candidates; for two vacancies, 45 candidates; for three vacancies, 60 candidates and so on). In case of candidates securing same cut-off marks for shortlisting for appearing in Examination (Main) all would be shortlisted for the Examination (Main).
3. The Final result and merit shall be based on Examination (Main) and Interview/Personality Test as indicated in Section I (2)(c).
4. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test.

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21/10/24

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### B.1.2. Section Officer

#### I. The process of Recruitment shall be carried out in two stages:

- Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Questions - MCQ based).
- Stage 2: Selection of candidates based on Examination (Main) followed by Interview/Personality Test.

#### Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs as per details given below:

#### Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	100	400
<b>TOTAL</b>			<b>400</b>

- This test will only be for shortlisting and will have no weightage in the final assessment.

\*20 minutes per hour extra will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

#### Stage 2: Selection of candidates

- a) Examination (Main)

#### Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> <li>Basic knowledge of the Constitution of India and working of its Political System, Educational Administration and Management, Rules and their application pertaining to the functioning of Government Bodies and Institutions viz. FR, SR, GFR, GeM procurement, etc.</li> <li>Act, Statutes and Ordinances of the University of Delhi.</li> </ul>	70
<b>TOTAL</b>		<b>70</b>

\*20 minutes per hour extra will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

- b) Interview/Personality test

Description	MARKS
Interview	30
<b>TOTAL</b>	<b>30</b>

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Interview/Personality Test.
- For further details, Section III needs to be referred.

- c) Final merit list

The breakup of final merit list will be as follows:



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Description	Marks
Examination (Main)	70
Interview/Personality Test	30
Total	100

### II. Syllabus:

#### Preliminary Test MCQ based:

The questions will be MCQ based, and will be designed to test the knowledge of the candidates in the following areas:

#### a) General Studies – 25 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

#### b) Reasoning – 25 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

#### c) General Mathematical Ability – 25 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

#### d) Functioning of Higher Educational Institutions - 25 questions

Section on Functioning of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

#### Examination (Main)

The questions will be descriptive in nature, and will be designed to test the knowledge of the candidates in the following areas:

#### Basic knowledge of the Constitution of India and working of its Political System

Indian Constitution: Evolution, Features, Amendments, Significant provisions and Basic structure; Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these; Structure, organization, and functioning of the Executive and the Judiciary, Ministries and Departments of the Government; Pressure groups and formal/informal associations and their role in the



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Polity; Salient features of the Representation of the People Act; Appointment to various Constitutional posts; powers, functions, and responsibilities of various Constitutional Bodies; Statutory, regulatory, and various quasi-judicial bodies.

a) Educational Administration and Management

The questions will be designed to test the candidates' knowledge and awareness on:

- Higher Education System in India, its Regulatory Bodies and recent developments in the field.
- Financial Administration including budget, formulation and execution of budget.
- Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Rules and their application pertaining to the functioning of Government Bodies and Institutions

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling, etc.

**Interview/ Personality Test:**

Interview/ Personality Test will be conducted to test the knowledge and personality of the candidate to assess suitability for the post.

**III. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary Test, and Examination (Main) as indicated in Section I and II will 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. All the questions in the Preliminary Test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on the Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Interview/Personality Test as indicated in Section I and II.

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5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test. Merit shall be drawn on the basis of combined result of such candidates for both these components.

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**B.3. Scheme of examination for Private Secretary, Personal Assistant and stenographer**

**I. The process of Recruitment shall be carried out in two stages:**

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

**Stage 1: Preliminary test for shortlisting of applicants**

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

**Scheme of the Examination of Preliminary test**

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"><li>Functional knowledge of Information Technology and basic tools/software packages for operating computers</li><li>Reasoning</li><li>Mathematical ability.</li><li>Administration of Higher Educational Institutions.</li></ul>	35 questions	300
		35 questions	
		35 questions	
		45 questions	
<b>TOTAL</b>		150	<b>300</b>
<ul style="list-style-type: none"><li>This test will only be for shortlisting and will have no weightage in the final assessment.</li><li>For further details Section III needs to be referred.</li></ul>			

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

**Stage 2: Selection of candidates**



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a) Examination (Main)

**Scheme of Examination**

Description	Syllabus in brief	Duration: 3 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"><li>Educational Administration and Management.</li><li>Rules and their application in Higher Educational Institutions.</li><li>Questions on Domain knowledge and skills (Knowledge of Domain knowledge would be tested as per the requirements of the post and knowledge of computer application as defined at S. No. 7 of the respective Recruitment Rules)</li></ul>	100+100+100
<b>TOTAL</b>		<b>300</b>

- The merit shall be drawn on the basis of this examination.

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

b) Skill Test

Description Private Secretary		Time	Marks
Skill Test	<b>Skill Test Norms on Computer:</b> Dictation: 10 minutes @120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

Description Personal Assistant		Time	Marks
Skill Test	<b>Skill Test Norms on Computer:</b> Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection



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- process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

Description Stenographer		Time	Marks
Skill Test	<b>Skill Test Norms on Computer:</b> Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>	
<ul style="list-style-type: none"><li>• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.</li><li>• Skill test will only be qualifying in nature.</li></ul>			

**II. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

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2.6 Scheme of Examination for recruitment to the post of Senior Assistant by direct recruitment:

**I. The process of Recruitment shall be carried in two stages:**

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

**1. Stage 1: Preliminary test for shortlisting of applicants**

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

**Scheme of the Examination of Preliminary test**

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Knowledge, Reasoning and Mathematical ability, Administration of Higher Educational Institutions.	150	300
<b>TOTAL</b>			<b>300</b>
<ul style="list-style-type: none"><li>• This test will only be for shortlisting and will have no weightage in the final assessment.</li><li>• For further details Section III needs to be referred.</li></ul>			

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

**2. Stage 2: Selection of candidates**

a.) Examination (Main)

**Scheme of Examination**

Description	Syllabus in brief	Duration: 2 hours*	
		MARKS	
Examination (Main) (Descriptive)	<ul style="list-style-type: none"><li>• Educational Administration and Management.</li><li>• Rules and their application in Higher Educational Institutions.</li></ul>	200	
<b>TOTAL</b>		<b>200</b>	
<ul style="list-style-type: none"><li>• The merit shall be drawn on the basis of this examination.</li><li>• For further details Section III needs to be referred.</li></ul>			

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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b.) Skill Test

Description	Time	Marks	
Skill Test	Skills pertaining to: <ul style="list-style-type: none"><li>• Management of Administrative Units of the University</li><li>• Understanding of Manual of Office Procedures</li><li>• Knowledge of Information Technology</li><li>• Noting and Drafting</li></ul>	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		100	
<ul style="list-style-type: none"><li>• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.</li><li>• Skill test will only be qualifying in nature.</li><li>• For further details Section III needs to be referred.</li></ul>			

**II. Syllabus:**

**Preliminary Test MCQ based:**

The question would be MCQ based and designed to test the knowledge the candidates' knowledge in following areas:

a) General Knowledge – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Administration of Higher Educational Institutions- 45 questions

Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

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**Examination (Main)**

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Educational Administration and Management

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, Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

**Skill Test:**

Skills pertaining to:

- Management of Administrative Units of the University.
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology.
- Noting and Drafting.

**III. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary, Examination (Main) and Skill Test 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. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category.
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For e.g. for one post, 30 applications; for two post, 45 applications; for three post, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in Section I and II. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test.

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2.7 Scheme of Examination for recruitment to the post of Assistant by direct recruitment:

**I. The process of Recruitment shall be carried in two stages:**

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

**1. Stage 1: Preliminary test for shortlisting of applicants**

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

**Scheme of the Examination of Preliminary test**

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	150	300
<b>TOTAL</b>			<b>300</b>

- This test will only be for shortlisting and will have no weightage in the final assessment.
- For further details Section III needs to be referred.

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

**2. Stage 2: Selection of candidates**

a.) Examination (Main)

**Scheme of Examination**

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
	<ul style="list-style-type: none"> <li>• Educational Administration and Management.</li> <li>• Functional aspects of Rules and their application in Higher Educational Institutions.</li> </ul>	200
<b>TOTAL</b>		<b>200</b>

- The merit shall be drawn on the basis of this examination.
- For further details Section III needs to be referred.

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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b.) Skill Test

Description	Time	Marks	
Skill Test	Skills pertaining to: <ul style="list-style-type: none"><li>• Understanding of Manual of Office Procedures</li><li>• Noting and Drafting</li><li>• Proficiency in Computer Operations</li><li>• English Typing @ 35 wpm OR Hindi Typing @ 30 wpm</li></ul>	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		100	
<ul style="list-style-type: none"><li>• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.</li><li>• Skill test will only be qualifying in nature.</li><li>• For further details Section III needs to be referred.</li></ul>			

**II. Syllabus:**

**Preliminary Test MCQ based:**

The question would be MCQ based and designed to test the knowledge the candidates' knowledge in following areas:

a) General Studies – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Functioning of Higher Educational Institutions - 45 questions

Section on Functioning of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

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**Examination (Main)**

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Educational Administration and Management

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, Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

**Skill Test:**

Skills pertaining to:

- Understanding of Manual of Office Procedures.
- Noting and Drafting.
- Knowledge of Computers Operations.
- Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm

**II. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary, Examination (Main) and Skill Test 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. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category.
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For e.g. for one post, 30 applications; for two post, 45 applications; for three post, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in Section I and II. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. Merit shall be drawn on the basis of such candidates for both these components.

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### B.1.3. Junior Assistant

#### I. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

#### Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs as per details given below:

#### Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"> <li>General Knowledge,</li> <li>Reasoning</li> <li>Mathematical ability,</li> <li>Administration of Higher Educational Institutions.</li> </ul>	150	300
<b>TOTAL</b>			<b>300</b>
<ul style="list-style-type: none"> <li>This test will only be for shortlisting and will have no weightage in the final assessment</li> </ul>			

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

#### Stage 2: Selection of candidates

a) Examination (Main)

#### Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> <li>Basic knowledge of the Constitution of India and working of its Political System, Economy, General Studies.</li> <li>Act, Statutes and Ordinances of the University of Delhi.</li> </ul>	200
<b>TOTAL</b>		<b>200</b>
<ul style="list-style-type: none"> <li>The merit shall be drawn on the basis of this examination.</li> <li>For further details Section III needs to be referred.</li> </ul>		



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\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

### b) Skill Test

Description	Time	Marks
Skill Test Skills pertaining to: <ul style="list-style-type: none"><li>• Management of Administrative Units of the University</li><li>• Understanding of Manual of Office Procedures</li><li>• Knowledge of Information Technology</li><li>• Noting and Drafting</li></ul>	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>
<ul style="list-style-type: none"><li>• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.</li><li>• Skill test will only be qualifying in nature.</li></ul>		

## II. Syllabus:

### Preliminary Test MCQ based:

The question will be MCQ based, and will be designed to test the knowledge of the candidates in the following areas:

#### a) General Knowledge – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

#### b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

#### c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.



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d) Administration of Higher Educational Institutions- 45 questions

Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

**Examination (Main)**

The questions would be descriptive in nature. They will be designed to test the knowledge of the candidates in the following areas:

a) Educational Administration and Management

The questions will be designed to test the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, Financial Administration including budget, formulation and execution of budget, Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

**Skill Test:**

Skills pertaining to:

- Management of Administrative Units of the University.
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology.
- Noting and Drafting.

**III. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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. All the questions in the Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).



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3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in the preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e., Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

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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		
<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,



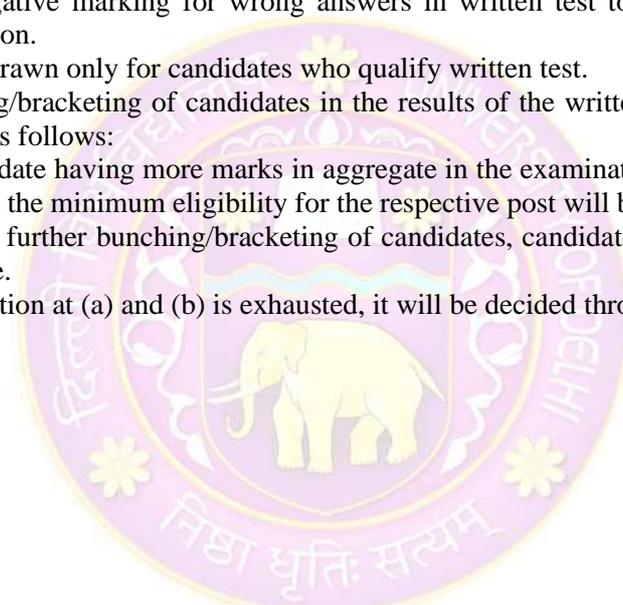
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Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

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





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### **B.9. Scheme of Examination for Tabla, Sarangi, Violin, Mridangam, Harmonium, Tanpura Accompanists, Pakhawaj Player**

#### **I. The process of Recruitment shall be carried out in two stages:**

Stage 1: Written Test (Multiple Choice Question-MCQ based).

Stage 2: Skill Test.

#### **Stage 1: Written test**

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

#### **Scheme of the Examination of Preliminary test**

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"><li>Details of subject to be covered for different accompanist is given at the end of this section (Candidates will be required to appear for the test according to the syllabus prescribed for the post applied for as given in the following section)</li></ul>	100	200
<b>TOTAL</b>		<b>100</b>	<b>200</b>

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

**Syllabus for different areas:** Questions will be a combination of the following topics:

#### **B. Syllabus for Hindustani Music – Tabla & Pakhawaj**

1. Knowledge of Basic Bols (Varnas) of Tabla and Pakhawaj.
2. Structural knowledge of Tabla and Pakhawaj.
3. Brief Knowledge of Teentala, Jhaptala, Ektala, Tilwada, Rupak, Keharva, Dadra, Soolatala, Chartala, Teevra and Dhamar.
4. Definition of following terms: Taal, Laya, Matra, Theka, Sam, Tali, Khali, Vibhag, Avartan, Theka, Kayada, Relā, Tihai, Chakradhar Tihai & Tukra.
5. Knowledge of Laya: Vilambit, Madhya, Drut.
6. Layakari : Thah, Dugun, Tigun, Chaugun, Aad, Kuad, Biad
7. Baaj and Gharanas of Tabla such as Delhi, Ajrada, Farukhabad, Lucknow, Banaras and Punjab.
8. Style of performance of the following Artistes: Pt. Anokhe Lal Mishra, Ust. Latif Ahmad Khan, Ust. Karamatulla Khan, Ust. Allarakha Khan, Pt. Nana Panse and Pt. Kudau Singh.
9. Knowledge of Tabla accompaniment with Dhrupad, Dhamar, Khayal-Vilambit & Drut, Sadra, Bhajan, Geet, Ghazal, Tarana, Thumri, Chaiti & Kajri.



**Stage 2: Skill Test**

Description		Time	Marks
Skill Test	<b>Skill Test</b> <ul style="list-style-type: none"><li>Theoretical and Practical knowledge</li></ul>	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> .
	of playing the different instruments for which the candidate has applied for as accompanists.		To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>	

**II. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Written Test and Skill Test 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. All the questions in Written test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the basis of cut-off for UR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Written test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Written Test and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Written test and Skill Test. However, merit list will be drawn only on the basis of Written test, and Skill Test will only be qualifying in nature.

**Following is also notified with respect to the employees working on contract/ad hoc/ temporary basis in the University and its colleges, wherever recruitment is made on the basis of written test, with respect to the direct recruitment to the Non-Teaching Posts up to the Pay Level 6 (VII Central Pay Commission).**

- a) The employees working on contract/ad hoc/ temporary basis in the University and its colleges shall be awarded additional one mark for each year of service subject to a maximum of 10 marks in Preliminary test for shortlisting of applicants, if applicable and is conducted. Further, since the Scores for Preliminary test are only for the purpose of shortlisting of the candidates and merit for final selection is to be drawn



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on the basis of Examination (Main), additional one mark for each year of service subject to a maximum of 10 marks shall be added to the scores of the employees working on contract/ ad hoc/ temporary basis in the University and its colleges for the purpose of drawing the final merit list.

- b) This is in line with the decision of the Hon'ble Supreme Court (Civil Appeal No. 1007 with 1008 of 2021) in University of Delhi Vs Delhi University Contract Employees Union & Ors. dated 25.03.2021.
- c) These provisions shall be applicable for employees working on contract/ad hoc/ temporary basis in the University and its colleges as on the date of pronouncement of the decision of the Hon'ble Supreme Court in Civil Appeal No. 1007 with 1008 of 2021, i.e., 25.03.2021.

  
29/05/2025

उप कुलसचिव (भ. एवं प्रो.)

Deputy Registrar (R&P)

