



दिल्ली विश्वविद्यालय
University of Delhi

DRAFT
Recruitment Rules
(Non-Teaching Employees) 2018
[Under Ordinance XXII-D]

UNIVERSITY OF DELHI
DELHI-110 007



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RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2018

The Executive Council of the University of Delhi in exercise of the powers conferred under Statute 6(2)(ii) of the Statutes and Ordinance XXII-D of Ordinances framed under the Delhi University Act 1922, hereby makes the following rules for regulating the method of recruitment to non-teaching posts in the University of Delhi and its colleges¹, matters related thereto.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called “**Recruitment Rules (Non-Teaching Employees), 2018**”.
- (ii) They shall come into force on the date of its notification.

2. DEFINITIONS:

- (a) “Act” means Delhi University Act, 1922, as amended from time to time.
- (b) “Appendix” means an Appendix to the Schedule to these Rules.
- (c) “Departmental candidate” means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) “Government” means the Central Government.
- (e) “Limited Departmental Examination” or “Test” means a competitive test limited to certain category or categories of holders of posts, in the Schedule, conducted by the University for Promotion to a higher post specified in these Rules.
- (f) “Non-Teaching Employee” means employees of the University other than University Teachers and such other employees defined under Section-1 of the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 2013.
- (g) “On probation” with relation to a person, means a person appointed to against a substantive post on probation as specified in these Rules.
- (h) “Regular service” means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages or ad-hoc but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- (i) “Schedule” means a Schedule to these Rules.
- (j) “Statutes”, “Ordinance” and “Regulation” means, respectively, the Statutes, Ordinances and Regulations of the University made under the Delhi University Act, 1922.

¹ Proposed for insertion by the Committee.



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(k) “Selection Committee” means a composition of members of Selection Committee including Departmental Selection Committee specified in the Appendix-1, Appendix-2 and Appendix-3 to the Schedule to these Rules.

(l) “University” means University of Delhi.

(m) ‘College’ here means an institution where the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 2013 are applicable for the non-teaching employees.²

3. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE:

(i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule. (The strength indicated in the schedule is for the University, unless specified otherwise). This may vary in accordance with UGC/MHRD notifications in this respect and adopted by University accordingly from time to time.³

(ii) After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the University of Delhi, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

4. FUTURE MAINTENANCE OF CADRE/POSTS:

(i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the Executive Council or the Vice Chancellor or any other Authority under the Act. The Executive Council may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules in consonance with the guidelines/advisory/suggestions of the Regulatory Bodies.

(ii) The seniority list of the University⁴ employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of Central Office of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice Chancellor or Pro-Vice Chancellor or Registrar as the case may be.

The seniority list of the College employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of the concerned College. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Principal of the respective college.⁵

² Proposed by committee

³ Proposed by committee

⁴ Proposed by committee

⁵ Proposed by committee



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(iii) Reservation of posts for SC, ST, OBC and PwD categories shall be provided in accordance with the instructions received from Government of India/UGC in this regard.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

(i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.

(ii) The **upper age limit** prescribed for Direct Recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, 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 from time to time.

(iii) The upper age-limit prescribed for direct recruits in the schedule 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.

(iv) The **upper age-limit** as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University. The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in atleast one year of service.⁶

Further, the upper age limit will also be relaxed for applicants seeking or granted appointment on compassionate grounds on contractual terms.⁷

(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

(v) (a) For appointment to various posts against **Direct Recruitment/open selection**, the composition of the Selection Committees for different categories of posts will be as given in **Appendix-1**. Every appointment through Direct Recruitment/open selection shall invariably be made only after making an open advertisement in leading newspapers and Employment News.

(b) For Direct Recruitment wherever a percentage has been prescribed for the minimum qualifying education qualification, there will be a relaxation of 5% for the applicants belonging to the SC, ST, OBC (Non-Creamy layer) and PwD category for the respective reserved post(s).⁸

⁶ Amended vide E.C. Resolution No. 33 dated 30.01.2018

⁷ Proposed by committee



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(vi) For **promotion including Limited Departmental Examination or Test** to various posts, the composition of the Departmental Promotion Committee for different categories of posts will be as given in **Appendix-2 and Appendix-3 respectively** to the Schedule.

(vii) Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale/level at a glance as given in **Appendix-4** to the Schedule.

(viii) The Recruitment year for promotions will be financial⁹ year. In cases, where promotion has been prescribed as a method of recruitment, the **eligibility list** for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the cadre as on 1st April of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.

(ix) However as an exception to the above:-

(a) Deleted¹⁰

(b) In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than 04 or upto 03, there will be no Direct Recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years' service available in the feeder grade, the post shall be filled by Direct Recruitment.

(x)¹¹ (a) The Departmental Promotion Committee will meet at least once a year in January or February. The Promotion for all **Multi-Tasking Staff** and Group C & B will be based on seniority-cum-fitness, quality of Annual Confidential Reports/APAR for the last **five years** and vigilance clearance. For promotion to all Group A posts, the departmental written test, if any prescribed for such post, will be followed by interview. For the gradation in ACRs/APARs for the preceding five years, the **bench mark** for promotion to **all posts** will be "Very Good"¹² provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any major penalty under disciplinary rules during the preceding **five years**. The bench mark or other criteria may change as per criteria prescribed by Government of India and adopted by University from time to time.

(b) For the purpose of promotion, the eligibility service and qualification shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules.

(c) For purpose of appearing in the Limited Departmental Examinations for all posts the benchmark in the ACRs/APARs for the preceding three years will be as stated at S.No.(x) (a) above.

⁸ Proposed by committee

⁹ In terms of DOPT OM No. 22011/6/2013 Estt.(D) dated 28th May, 2014 reported to EC Res. No. 46(XIII) dated 28.02.2017/07/03/2017.

¹⁰ Deleted vide notification no. Estab.(II)(i)/047/2008/NT/8 dated 26th September, 2013.

¹¹ Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013 and further its sub clauses have modified as proposed by the Committee.

¹² In terms of DOPT notification 35034/3/2015 – Estt (D) dated 28th Sept 2016.



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- (d) The Limited Departmental Examination (LDE), wherever prescribed, shall be held every year/once in two years depending on the number of vacancies in any year. In case the LDE is not held for 02 consecutive years despite occurrence of vacancy, the vacant posts of the respective year would be filled on the basis of seniority cum fitness. This will also apply to cases where LDE has been conducted for two consecutive years but suitable candidates have not been found.
- (e) The Scheme of Examination and weightage of marks for Direct Recruitment as well as LDE will be as prescribed by the University from time to time with the approval of the Executive Council in this regard.
- (f) Wherever there is a change in the prescribed percentage for the different modes of recruitment i.e. Promotion/Direct Recruitment/LDE, the revised percentage would be made applicable to the vacancies that arise after the date of notification of these rules.
- (g) The candidate shall be granted promotion from the date of availability of vacancy subject to fulfillment of all eligibility requirements for the said post.
- (h) Whenever the vacancies arise due to grant of deputation/lien to Group A & B employees, the same may be filled by deputation/short term contract basis by inviting applications from the persons serving in the Government Departments, autonomous organisations and State Governments who are holding analogous posts and/or having the requisite experience as prescribed in the Recruitment Rules for the said post. The departmental candidates fulfilling the requisite eligibility conditions may also be considered. If internal candidates are selected, the post shall be treated as filled on ad-hoc promotion and will be co-terminus with the offer for deputation/in accordance with the offer of appointment so made. Extension may be provided as per requirement.
- (xi) Deleted.

7. PROBATION:

Every person selected or appointed through Direct Recruitment or open selection under the University shall be governed under the University Non-Teaching Employees (Terms and Conditions of Service) Rules as amended from time to time and such other conditions imposed by the University from time to time. The person so appointed shall be on probation as prescribed in the Schedule to the instant rules.¹³

8. RESIDUARY MATTERS

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Ordinance, Executive Council decisions/regulations and other orders applicable to the Non-Teaching Employees of the University in general.

9. POWER TO RELAX:

When the Executive Council of the University of Delhi upon a recommendation made by the Vice-Chancellor to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the

¹³ Proposed by committee



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provisions of Recruitment Rules issued with the approval of the Executive Council prior to notification of these Recruitment Rules shall stand superseded after notification of these Rules.

10. REPEAL AND SAVINGS:

All the guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these rules shall stand repealed. However anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Person with Disability, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

11. INTERPRETATIONS:

- (i) Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.
- (ii) Notwithstanding, anything contained in these rules, the Executive Council shall have the power to alter or modify, any of the provisions of these rules.

12. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.



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Schedule to Recruitment Rules (Non-Teaching Employees) 2018



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S. No.	Name of Group/ Nomenclature	Pay (As per VII Pay Commission matrix)	Sanction Strength	Page
	Group-A			
1.	Registrar	Level 14	01	
2.	Finance Officer	Level 14	01	
3.	Controller of Examinations	Level 14	01	
4.	Director, DHMI	Level 14	01	
5.	Director, DUCC	Level 14	01	
6.	Director, NCWEB	Level 14	01	
7.	Chief Engineer	Level 14	01	
8.	Chief Medical Officer	Level 14	01	
9.	Joint Registrar	Level 13	--	
	Group-A			
10.	Internal Audit Officer	Level 12	01	
11.	Joint Director, DHMI	Level 12	03	
12.	Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examination	Level 12	24	
13.	Radiological Safety Officer	Level 12	01	
14.	Senior System Programmer/Senior System Analyst/ System Manager/Senior Programmer	Level 12	09	
15.	Executive Engineer (Civil/Electrical)	Level 11	03	
16.	Assistant Registrar/Administrative Officer	Level 10	32	
17.	Statistical Officer	Level 10	01	
18.	Assistant Internal Audit Officer	Level 10	02	
19.	Assistant Director, DHMI	Level 10	03	
20.	Programmer/System Analyst/ System Programmer	Level 10	11	



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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
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23.	Medical Officer (Dentistry)	Level 10	01	
24.	Medical Officer (Pathology)	Level 10	01	
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26.	Veterinarian	Level 10	01	
27.	Manager (Press)	Level 10	01	
28.	Manager (International Guest House)	Level 10	01	
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30.	Senior Personal Assistant	Level 07	13	
31.	Private Secretary	Level 07	04	
32.	Hindi Officer	Level 07	01	
33.	Assistant Engineer (Civil/Electrical/Mechanical)	Level 07	08	
34.	Security Officer	Level 07	03	
35.	Field Worker	Level 07	02	
36.	Yoga Organizer	Level 07	01	
37.	Staff Nurse	Level 07	08	
38.	University Cashier	Level 06	01	
39.	Personal Assistant	Level 06	45	
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43.	Professional Assistant	Level 06	62	
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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
46.	Senior Technical Assistant (Computer)	Level 06	14	
47.	Senior Technical Assistant (German)	Level 06	01	
48.	Physiotherapist	Level 06	04	
49.	Assistant Security Officer	Level 06	04	
50.	Assistant Manager, Guest House	Level 06	01	
51.	Horticulturist	Level 06	02	
52.	Social Worker	Level 06	03	
53.	X-Ray Technician	Level 06	02	
	Group-C			
54.	Hindi Assistant	Level 05	01	
55.	Sports Coach	Level 05	05	
56.	Technical Assistant	Level 05	106	
57.	Technical Assistant (Computers)	Level 05	41	
58.	Assistant Archivist	Level 05	01	
59.	Technical Assistant (Music)	Level 05	01	
60.	Pharmacist	Level 05	18	
61.	Semi Professional Assistant	Level 05	69	
62.	Assistant	Level 04	320	
63.	Assistant (Store)	Level 04	01	
64.	Stenographer	Level 04	77	
65.	Electrician	Level 04	07	
66.	Sanitary Inspector	Level 04	01	
67.	Senior Garden Supervisor	Level 04	02	
68.	Tabla Accompanists	Level 04	15	
69.	Pakhawaj Player	Level 04	02	
70.	Sarangi Accompanists	Level 04	02	



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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
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74.	Tanpura Accompanists	Level 04	04	
75.	House Keeper (Exist only in Hostels)	Level 04	12	
76.	Laboratory Assistant	Level 04	112	
77.	Salesman, DHMI	Level 04	02	
78.	Works Assistant	Level 03	14	
79.	Library Assistant	Level 03	22	
80.	Junior Assistant	Level 02	317	
81.	Junior Assistant (Russian)	Level 02	01	
82.	Despatch Rider	Level 02	06	
83.	Telephone Operator	Level 02	10	
84.	Driver (Ordinary Grade)	Level 02	28	
85.	Cook	Level 02	02	
86.	Head Grounds Man	Level 02	01	
87.	Junior Assistant (Store)	Level 02	01	
88.	Junior Assistant (Network Cable)	Level 02	01	
89.	Junior Assistant (AC)	Level 02	01	
90.	Junior Works Assistant (Engineering Services)	Level 02	63	
91.	MTS (erstwhile Daftry, Gestetner - cum-Photocopy Operator, Office Attendant, Mali, Sanitary guide, Sorter)	Level 01	373	
92.	Library Attendant	Level 01	122	
93.	Engineering Attendant	Level 01	57	
94.	Health Attendant (erstwhile Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner)	Level 01	24	
95.	Animal Attendant	Level 01	06	



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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
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98.	Head Security Guard (Havaladar)	Level 01	15	
99.	Computer Laboratory Attendant	Level 01	(for Colleges)	
100.	Laboratory Attendant	Level 01	172	
101.	Mess Helper	Level 01	02	
102.	Receptionist	Level 01	01	
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Schedule-I

SCHEDULE TO RECRUITMENT RULES (NON TEACHING EMPLOYEES) 2018

1.	Name of Post	Registrar
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:¹⁴</p> <ol style="list-style-type: none"> Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. <ol style="list-style-type: none"> At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 or above including as Associate Professor with experience in Educational Administration, Or Comparable experience in research establishments and other institutions of higher education. Or 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12. <p>Note: The appointment shall be for a tenure of five years which could be renewed for further similar terms or on deputation.</p> <p>Desirable: Ph.D.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	As above at Sr. No. 7

¹⁴ Amended by E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I(ii) dated 31st December, 2008 and further modified as proposed by Committee



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1.	Name of Post	Finance Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p><u>Essential:</u>¹⁵</p> <ol style="list-style-type: none"> 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education. Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post Level 12. <p><u>Desirable:</u> Preference would be given to persons having worked in an Organized Accounts Service in Central/State Government, with similar status.</p> <p><u>Note:</u> 1. The appointment shall be for tenure of 05 years which could be renewed for further similar terms or on deputation basis. 2..Nominations/Panel of officers fulfilling the eligibility requirement and having worked on an organized accounts service may also be invited from Ministries of Central Government.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	As above at Sr. No. 7

¹⁵ Amended by E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I(ii) dated 31st December, 2008 and further modified as proposed by Committee



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1.	Name of Post	Controller of Examinations
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential¹⁶:</p> <ol style="list-style-type: none"> 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 10 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education, Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12. <p>Desirable: Preference will be given to candidates having experience in Examination Branch of a Central University. Note: The appointment may be for the tenure of five years which could be renewed for further similar terms or on deputation basis.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at S. No. 7

¹⁶ Amended by E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I(ii) dated 31st December, 2008 and further modified as proposed by committee



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1.	Name of Post	Director, Directorate of Hindi Medium Implementation (DHMI)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none">1. A Master's degree in a Hindi or any of the following Social Science subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi with at least 55% marks or an equivalent grade of B in the seven point scale with letter grade O, A, B, C, D, English & F.2. Ph.D. or equivalent degree.3. Total Experience of 15 years of teaching and/or post-doctoral research/publication/translation and out of which at least 8 years should be in Academic Level 12/Level 12. <p>Desirable:</p> <p>The candidate should possess experience in a responsible position in one or more of the following fields/areas:</p> <ol style="list-style-type: none">1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education.2. Scientific & Technical Terminology.3. Research Experience in promotion of Hindi Literature in a University or Institution of Higher Learning.4. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts. <p>Note:</p> <ol style="list-style-type: none">1. Preference will be given to candidates who are holding additional Master degree in Hindi or Social Science.2. The appointment may be for the tenure of five years which could be renewed for further similar terms or on deputation basis.
8.	Period of probation (if, any)	Not Applicable



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9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at Sr. No. 7 above.



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1.	Name of Post	Director, Delhi University Computer Centre (DUCC)¹⁷
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>1. Ph.D. with 1st class degree at Bachelor's and Master's level in Engineering/Technology/ Science.</p> <p>2. Experience of 10 years in teaching/industry/ Research out of which 05 years must be at the level of Assistant Professor or equivalent or higher.</p> <p>Note:</p> <p>1. Candidate from Industry/Professor with recognized professional work of high standard recognized at National/International level equivalent to Doctorate would also be eligible. Requirement of Ph.D. could be relaxed in view of long experience in computing in a comparable grade.</p> <p>2. Experience should be after the Academic qualifications acquired.</p>
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or by Deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at S. No. 7

¹⁷ In terms of UGC letter no. D.O. No. F.1-1/87 (T-II) dated September, 1990 reported to EC vide resolution no. 22 dated 30.04.1999 and further modified as proposed by committee.



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University of Delhi

1.	Name of Post	Director, Non-Collegiate Women's Education Board (NCWEB)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree with at least 55% marks or an equivalent grade of B in the seven point scale with letter grade O, A, B, C, D, E & F. 2. Ph.D. or equivalent degree. 3. At least 15 years of experience in teaching/post-doctoral research or Educational Administration in a University/College/Institution of higher education out of which at least 8 years in a post equivalent to Academic Level 12/Level 12. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of /Experience in the field of Open and Distance Learning (ODL) and/or ICT. 2. Preference shall be given to female candidates possessing requisite qualification. <p>Note: The appointment may be for the tenure of five years which could be renewed for further similar terms.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at Sr. No. 7



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University of Delhi

1.	Name of Post	Chief Engineer¹⁸
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	50 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential:¹⁹ <ol style="list-style-type: none"> 1. Graduate in Civil/Electrical Engineering from a recognized Institute/University, possessing good working knowledge of Electrical/Civil Engineering. 2. At least 15 years' experience in R.C.C. design, cost estimation and in designing, constructing and maintaining buildings, roads and utility services like water supply, sanitary, gas and electric installations and sewage system, etc. 3. At least 10 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/reputed Public Sector Undertaking, out of which 03 years should be in the pay scale of Level 13. 4. Well conversant with contract law and C.P.W. D./P.W.D. accounting procedure. Desirable: <ol style="list-style-type: none"> 1. Experience in planning, architecture, urban designing, management, supervision/construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations, electrical installations, air conditioning plants etc. 2. Additional Post-Graduate qualification or Membership in professional bodies.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment	By Direct Recruitment or deputation basis.

¹⁸ New nomenclature Proposed by Committee

¹⁹ Proposed by Committee



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	or by promotion or by deputation and percentage of the posts to be filled by various methods.	
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Deputation: Persons from C.P.W.D. or P.W.D. or Central Public Sector Undertakings engaged in construction activities and working in an analogous post or next lower grade (Level 12/Level 13 or an equivalent scale in IDA scale) with at least 5/3 years' service and fulfilling the other minimum eligibility conditions prescribed for Direct Recruitment at Sr. No. 7 above.



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1.	Name of Post	Chief Medical Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. A Medical qualification included in the first or the second part of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 as amended from time to time. Holders of educational qualification included in part II of the third schedule fulfill the conditions stipulated in section 13(3) of the Indian Medical Council Act, 1956. 2. Recognized Post-Graduate degree, preferably in Medicine and at least ten years' experience after obtaining post-graduate degree, preferably in a large hospital out of which at least five years should be administrative experience in managing the hospital or the Department of the specialty concerned in a responsible position.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or by deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Deputation: Officers from organized Health Service cadre in the analogous post and fulfilling eligibility conditions at Sr. No. 7 above.



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University of Delhi

1.	Name of Post	Joint Registrar
2.	No. of Posts	Not Applicable
3.	Classification	Group A
4.	Scale of Pay	Level 13
5.	Whether Selection Post or Non Selection Post	By placement.
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Deputy Registrar, at the Level 12, on completion of 5 years is eligible to move to the Level 13 will be re-designated as Joint Registrar, with the stipulation that the post will revert as Deputy Registrar when it falls vacant. ²⁰ (The re-designation will be subject to the policy notified by UGC/MHRD and adopted by the University accordingly from time to time) ²¹
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by placement in the scale.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable

²⁰ In terms of letter no. F.No. 6-7/97 (JCRC) Vol. IV dated 1st October, 2014 vide EC resolution no. 97 dated 9th January, 2015.

²¹ Proposed by committee



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University of Delhi

1.	Name of Post	Internal Audit Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 12²²
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Deputation/Absorption/Contract. If appointment on Contract is made, it shall initially be for 01 year, extendable upto 05 years based on performance of the incumbent and requirement of the University.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Deputation/Contract²³ From amongst the Officers from any of the Organized Account Cadre/Service in the pay scale of Level 12 Or in the pay scale of Level 11 and having minimum 3 years' experience. Note: The vacancy will be notified to all the Organized Account Service (viz. IA&AS, IRAS, ICAS, IDAS, etc.) and advertised. The Selection will be made on the basis of nomination/panel received from the Service/Cadre and applications in response to advertisement, quality of ACRs, Experience and interaction.

²² In terms of UGC letter F24-1/2017(CU) dated 16.10.2017.

²³ In terms of UGC letter F24-1/2017(CU) dated 16.10.2017.



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University of Delhi

1.	Name of Post	Joint Director, Directorate of Hindi Medium Implementation (DHMI)
2.	No. of Posts	03
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>For Deputation/Absorption/Contractual²⁴ Essential:</p> <ol style="list-style-type: none"> 1. Education & Knowledge <ol style="list-style-type: none"> i) A Master Degree in any subject with at least 55% marks. ii) Must have passed 12th or Graduated with Hindi as one of the paper. iii) Adequate knowledge of English & Hindi. 2. At least eight years of teaching and/or Post-Doctoral Research or Publication and/or Translation work. <p>Desirable: Experience in a responsible position in one or more of the following fields/areas:</p> <ol style="list-style-type: none"> 1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education. 2. Research Experience in promotion of Hindi Literature in a University of Higher Learning. 3. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts. <p>Note: Preference will be given to candidates who are holding additional Master degree in Hindi.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>By Deputation/Absorption/Contract.</p> <p>If appointment on Contract is made, it shall initially be for 03 years, extendable up to 05 years based on performance of the incumbent on year to year basis and requirement of the University.²⁵</p>
10.	In case of recruitment by	Deputation:

²⁴ Amended vide notification no. Estab.(II)(i)/047/2008/NT/8 dated 26th September, 2013.

²⁵ Proposed by committee



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	promotion/ deputation, grades from which promotion/ Deputation to be made.	Among the Persons holding analogous post in a University/ Educational Institution/ Government body. OR Officers working in the pay scale of Level 11/Level 10 with 4/8 years of regular service. Note: i) If an existing the Assistant Director, DHMI is selected for Deputation for the post, it will be treated as Promotion. ii) In the case of contractual appointment, the contractual fees shall be decided by the University from time to time, considering the work experience and qualification of the incumbent.
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दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Deputy Registrar/Deputy Finance Officer /Deputy Controller of Examinations
2.	No. of Posts	24*
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Post Graduate degree with at least 55% marks or its equivalent grade. 2. At least 09 years' experience as Assistant Professor in a college of a University with experience in educational administration. <p style="text-align: center;">Or</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Learning.</p> <p style="text-align: center;">Or</p> <p>At least 5 years administrative experience as Assistant Registrar or in a post Level 10.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in University administration and familiarity with the working of university bodies and institutions. 2. Thorough knowledge of service matters or accounts/budget or conduct of examinations. 3. MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil/Ph.D qualification. <p>Note:</p> <ol style="list-style-type: none"> 1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/noting skills in English, conversant with the office procedure and capable to moot proposals independently. 2. Should be able to participate in discussions with senior functionaries and academicians. 3. He is expected to handle one or more functions independently related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management /HR/Legal.



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		<p>4. The University may restrict the number of candidates for interview by holding a written test prior to interview to be prescribed by the University as per requirement.</p> <p>5. Preference will be given to candidates with CA/ ICWA/MBA (Finance)/MFC or a comparable professional qualification in Finance for the post(s) earmarked for Deputy Finance Officer.</p> <p>6. All the direct recruits should have working knowledge of computers.</p>
8.	Period of probation (if, any)	One year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>25% by promotion .</p> <p>75% by Direct Recruitment.</p> <p>Note: Deputy Registrar who has served for five years will be placed in the Level 13 and re-designated as Joint Registrar. ²⁶ (The re-designation will depend on policy notified by UGC/MHRD and adopted by the University accordingly from time to time) ²⁷</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Promotion:</p> <p>From amongst the Assistant Registrar and its equivalents with 05²⁸ years' service in senior scale of Level 11 on regular basis.</p>

(*) Includes two posts meant for SOL, one post each for ACBR and UCMS.

²⁶ In terms of letter no. F.No. 6-7/97 (JCRC) Vol. IV dated 1st October, 2014 vide EC resolution no. 97 dated 9th January, 2015.

²⁷ Proposed by Committee

²⁸ In terms of letter no. F.No. 6-7/97 (JCRC) Vol. IV dated 1st October, 2014 vide EC resolution no. 97 dated 9th January, 2015.



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1.	Name of Post	Radiological Safety Officer ²⁹
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential: ³⁰</p> <ol style="list-style-type: none"> 1. Ph.D. or M.Sc./M.Tech. in any relevant discipline with 1year diploma in Radiation Safety from an institute duly approved/certified by AERB. 2. At least five years' experience in Group 'A' post in the Level 10 in a Government research institution/organization. <p>Duties and responsibilities:</p> <p>The incumbent shall be responsible to perform the duties of the Radiological Safety Officer as per the Atomic Energy Radiation Protection Rule, 2004 as amended from time to time. Any other duty assigned by the competent authority from time to time.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Deputation/Short term Contract
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Deputation:</p> <p>Persons possessing the educational qualification prescribed above and working in a similar line in central/State Govt. /Defence Services/Autonomous Body/PSU. etc. in the analogous post or three years' experience in Level 11 or five years' experience in Level 10 on regular basis.</p>

²⁹ In terms of EC Resolution no. 45(85) dated 01.07.2011, wherein the existing post of Senior Technical Assistant in the Department Of PMB re-designated as Radiological Safety Officer.

³⁰ Reference to EC Resolution No. 45(85) dated 01.07.2011 and further modified as proposed by committee.



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University of Delhi

1.	Name of Post	Senior System Programmer/Senior System Analyst/System Manager/Senior Programmer³¹
2.	No. of Posts	09*
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: Post Graduate degree in relevant subject (viz., Computer Science/Computer Engineering/Computer Technology/Information Technology/ Computer Applications) with 55% marks with 5 year experience as a programmer/system analyst/ system manager.
8.	Period of probation (if, any)	01 year for direct recruits and promotes.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion Direct Recruitment 50%, failing which by Deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Promotion: From amongst programmer(s) having an experience of 05 years in the University and meeting essential educational qualification as stated at S.No.7. Deputation: Amongst the officers holding analogous posts on regular basis; or with five years regular service in the Level 10 or more under Central/State Governments / UT Administrations/ Universities/ recognized Research Institutions/ Public Undertakings/ Autonomous Bodies/ and possessing educational qualification at Sr. No.7 above.

* Senior System Programmer, FMS-1, Senior System Analyst, DUCC-1, Senior System Programmer, DUCC-6, Senior Analyst-cum-Senior Programmer, Central Office-1

³¹ Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013 and further modified as proposed by Committee.



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University of Delhi

1.	Name of Post	Executive Engineer (Civil/Electrical)³²
2.	No. of Posts	03 (Civil-02/ Electrical-01)
3.	Classification	Group A
4.	Scale of Pay	Level 11
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in Civil/Electrical Engineering from a recognized University, possessing good working knowledge of Electrical/Civil Engineering. 2. At least 10 years' experience in R.C.C design, cost estimation and in designing constructing and maintaining buildings, roads and utility services like water supply sanitary gas/electrical installations, LT & HT D.G. Sets, substations, air conditioning, Lifts and sewage system, etc. 3. At least 7 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5 years as Assistant Executive Engineer/Assistant Engineer in the pay scale of PB 2, Rs.9300-34800 with GP of Rs 4600/-. 4. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. <p>Desirable:</p> <p>Experience in planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc.</p>
8.	Period of probation (if, any)	01 year for direct recruits and promotees.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>75% By Promotion</p> <p>25% By Direct Recruitment failing which by Deputation.</p>

³² Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013 and further modified as proposed by committee and further modified as proposed by committee.



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10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Promotion: From amongst the Assistant Engineer and its equivalents with 07 years' service in senior scale of Level 07 on regular basis, having Graduate/Diploma in Civil/Electrical Engineering from a recognized University.</p> <p>Deputation: Among the Engineers working in the CPWD/PWD/PSUs and possessing qualification and experience at serial No.7</p>
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University of Delhi

1.	Name of Post	Assistant Registrar/Administrative Officer
2.	No. of Posts	32
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential: Good academic record plus Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>Desirable: 1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities. 2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.</p> <p>NOTE: 1. 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. 2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard. 3. All the direct recruits should possess working knowledge of computers.</p>
8.	Period of probation (if, any)	One year for direct recruits and promotes.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion . 50% by Direct Recruitment.</p> <p>Note: Assistant Registrar and equivalent posts shall be eligible for the Higher Pay of Level 11 after 8 years of service provided, as currently required, they have participated in two training programmes on Education Administration, each, of approximately four weeks duration and their</p>



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		<p>performance appraisal reports are consistently satisfactory. The higher Pay Level 11 shall be restricted in the case of promotion to senior scale of these posts to 50% of total strength of Assistant Registrar or their equivalent grades, as the case may be.³³</p> <p>BROAD DUTIES AND RESPONSIBILITIES: The incumbent should possess good communication, analytical, administrative and managerial skill and aptitude for drafting/noting in English. Should be able to coordinate /liaise with other divisions/departments and participate in discussion with senior functionaries and academicians to express free and frank opinion on the issues.</p> <p>The incumbent shall be required to head independently one or more branches and functions related to Educational Administration/Examination/General Administration/Purchase/Establishment & personnel matters /Accounts & Finance/Pension /Project Management/Human Resource/ Legal/Estate matters/Security/Building and Works services/RTI/Public Grievances/ Students Support System and duties of DDO//Estate Officer and similar duties and to ensure compliance of relevant rules.</p> <p>In Colleges/Institutes: The incumbents shall be required to render necessary aid and advice to the Chairperson/Member Secretary, Governing Body for its smooth functioning; to attend all its meeting as ex-officio special invitee (on seniority cum rotation basis for one year, where there are more than one officer) and to participate in discussion on agenda points/ to provide inputs on rules/facts of the case; to be responsible for circulation, care, custody and maintenance of agenda papers and resolutions for a period as specified in retentions schedule.</p> <p>To undertake all duties and responsibilities of</p>
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³³ In terms of E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I(ii) dated 31st December, 2008



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		Head of the Office and to ensure proper care custody and maintenance of office records, seal, Personal Files, Service Book of employees; to represent the College/Institutes before Courts/ Commissions/ Tribunals, statutory bodies and other constitutional authorities in the interest of the institute; to be ex-officio member on college committees dealing with aforementioned matters, viz Admission Committee, Workload Committee, Purchase Committee, Building Committee, Canteen Committee, Disciplinary Committee, etc.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Eligibility conditions for promotion: Among the Section Officer/Private Secretary/Senior Personal Assistant/ Personal Assistant in the pay scale of Level 06/Level 07 with at least 3 years regular service in the cadre. Notes: 1. Their selection will be based on their performance at interview, service record/ACR, seniority and written test etc. 2. The scheme of examination and weightage of marks for written test, service records and interview etc. will be as prescribed by the University from time to time with the approval of the Executive Council.



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1.	Name of Post	Statistical Officer (Erstwhile post of Statistician, Planning Unit)
2.	No. of Posts	01
3.	Classification	Group A, Ex Cadre
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: Good academic record plus Master's degree with at least 55% of marks in Statistics or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category). Desirable: 1. Experience in collection, compilation, analyzing and management of statistical data and research work. 2. M.Phil. /Ph.D. in a relevant subject.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment failing which by deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Deputation: Among the Officers of the rank of Senior Statistician/Senior Research Officer or Statistician/Research Officer or equivalent from Indian Statistical Service. Note: The vacancy will be notified to the Cadre Controlling Authority, Indian Statistical Service (Ministry of Statistics and Programme Implementation) and such other departments/organizations or through advertisement in the Newspapers. The selection will be made on the basis of nomination/panel received from them, quality of ACRs/APAR and interview.



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1.	Name of Post	Assistant Internal Audit Officer
2.	No. of Posts	02
3.	Classification	Group A, Ex Cadre
4.	Scale of Pay	Level 11 or Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Deputation/Short Term Contract.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Deputation/Short Term Contract</p> <p>(a) For the pay scale of Level 11</p> <p>From amongst the Officers from any of the Organized Account Cadre/Service in the pay scale of Level 11</p> <p style="text-align: center;">OR</p> <p>in the pay scale of Level 10 and having minimum 2 years' experience in Level 10.</p> <p>(b) For the pay scale of Level 10</p> <p>From amongst the Officers from any of the Organized Account Cadre/Service in the pay scale of Level 10.</p> <p style="text-align: center;">OR</p> <p>in the pay scale of Level 09</p> <p style="text-align: center;">OR</p> <p>in the pay scale of Level 07/Level 08 having minimum 3 year experience in Level 07/Level 08.</p>



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1.	Name of Post	Assistant Director, Directorate of Hindi Medium Implementation (DHMI)
2.	No. of Posts	03
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>³⁴For Deputation/Absorption/ Contractual Essential:</p> <ul style="list-style-type: none"> i) A Master Degree in any subject with at least 55% marks. ii) Must have passed 12th or Graduated with Hindi as one of the paper. iii) Adequate knowledge of English & Hindi. iv) At least three years of teaching and/or research work relating to the field of promotion of Hindi language/high standard translation/book publishing work in Hindi. <p>Desirable:</p> <ul style="list-style-type: none"> 1. M.Phil or Ph.D in Hindi with published work. 2. Experience in Book Promotion, Printing & Publication in promotion of Hindi language for higher education. <p>Note: Preference will be given to candidates who are holding additional Master degree in Hindi.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Deputation/Absorption/Contract. If appointment on Contract is made, it shall initially be for 01 year, extendable upto 05 years based on performance of the incumbent and requirement of the University.
10.	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	<p>Deputation: Among the Persons holding analogous post in a University/ Educational Institution/ Government body. OR</p>

³⁴ Amended vide notification no. Estab.(II)(i)/047/2008/NT/8 dated 26th September, 2013 and modified as proposed by committee.



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		<p>Officers working in the pay scale of Level 08/Level 07 with 03/05 years of regular service.</p> <p>Note: In the case of contractual appointment, the contractual fee shall be decided by the University from time to time, considering the work experience and qualification of the incumbent.</p>
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1.	Name of Post	Programmer/System Analyst/ System Programmer³⁵																		
2.	No. of Posts	11*																		
3.	Classification	Group A																		
4.	Scale of Pay	Level 10																		
5.	Whether Selection Post or Non Selection Post	Not Applicable																		
6.	Age limit for direct recruitment	35 years.																		
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology or M.Sc. (Computer Science) or MCA with 03 years' experience in programming and Database management or Network administration in a research/ Educational institute or commercial/ service industry establishment of repute.																		
8.	Period of probation (if, any)	01 year for direct recruits and promotees.																		
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 50% by Direct Recruitment failing which by deputation.																		
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Promotion: From amongst Senior Technical Assistant(s) Computers having an experience of 05 years in the University and meeting essential educational qualification as stated at S.No.7.</p> <p>Deputation: Amongst the officers holding analogous posts on regular basis, or with five years regular service in the Level 07 or more under Central / State Government / UT Administrations / Universities / Recognized Research Institutions / Public Undertakings / Autonomous Bodies and possessing educational qualification at Serial No. 7 above.</p> <p>(*) Distribution of posts are given below</p> <table border="1"> <thead> <tr> <th>Department</th><th>No. of Posts</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td>DUCC</td><td>07</td><td></td></tr> <tr> <td>Examination</td><td>01</td><td>Post of Programmer-cum-Statistician</td></tr> <tr> <td>ACBR</td><td>01</td><td></td></tr> <tr> <td>FMS</td><td>01</td><td></td></tr> <tr> <td>IIC</td><td>01</td><td></td></tr> </tbody> </table>	Department	No. of Posts	Remarks	DUCC	07		Examination	01	Post of Programmer-cum-Statistician	ACBR	01		FMS	01		IIC	01	
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³⁵ Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013 and further modified as proposed by committee.



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1.	Name of Post	Technical Officer
2.	No. of Posts	19*
3.	Classification	Group A
4.	Scale of Pay	Level 10 (for Direct Recruitment) (Group-A) Level 09 (for Promotees) (Group-B)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential: A Post-Graduate degree/B.E./B.Tech. in relevant field of specialization with three years' experience in Research or Technical/Academic field.</p> <p style="text-align: center;">Or</p> <p>A Bachelor degree in the relevant subject with 05 years' experience as Senior Technical Assistant or in an equivalent position in laboratory of a University or a College/R&D Institution under State/Central Government.</p> <p>Desirable: Post Graduate Diploma in Computer Applications or Management.</p>
8.	Period of probation (if, any)	01 year for direct recruits and promotees.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 50% by Direct Recruitment failing which by Deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>(a) 50% by promotion (i) Amongst the Senior Technical Assistant with at least 05 years of regular service in the cadre in the concerned department and possessing the essential qualification as mentioned at S.No. 07 above. The promotion will be based on merit-cum-fitness.</p> <p>(b) 50% by direct recruitment or deputation (i) All the direct recruits shall be required to appear in a written test to adjudge their professional knowledge as per the requirement of the post. The selection shall be based on the performance in written test an interview as prescribed by the University from time to time. (ii) The Scheme of examination and weightage of marks for written test and interview etc. shall</p>



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		<p>be as prescribed by the University from time to time.</p> <p>(iii) The post of Technical Officer is to be filled on the basis of the vacancy and the post advertised for the concerned/specific department.</p> <p>Note:</p> <p>In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than 04 or upto 03, there will be no Direct Recruitment and the posts shall be filled by promotion. Where there is no qualified person wit</p> <p>(c) Eligibility conditions for Deputation.</p> <p>Amongst the officers holding analogous posts on regular basis; or with five years regular service in the Level 06/Level 07/Level 08 in relevant field under Central/State Governments / UT Administrations/ Universities/ recognized Research Institutions/ Public Undertakings/ Autonomous Bodies/ and possessing qualification at Sr. No.7 above.</p> <p>(*) Distribution of posts are given below</p> <table border="1"> <thead> <tr> <th>Department</th><th>No. of Posts</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td>Physics</td><td>03</td><td>Includes one erstwhile post of Electronics Engineer</td></tr> <tr> <td>Chemistry</td><td>02</td><td></td></tr> <tr> <td>Geology</td><td>01</td><td></td></tr> <tr> <td>Zoology</td><td>02</td><td></td></tr> <tr> <td>Botany</td><td>03</td><td></td></tr> <tr> <td>Anthropology</td><td>01</td><td></td></tr> <tr> <td>Linguistics</td><td>01</td><td></td></tr> <tr> <td>PMB</td><td>04</td><td>Includes one post of Scientific Officer of the Department.</td></tr> <tr> <td>Electronics Science</td><td>01</td><td></td></tr> <tr> <td>International Relations</td><td>01</td><td></td></tr> <tr> <td>Total</td><td>19</td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Department	No. of Posts	Remarks	Physics	03	Includes one erstwhile post of Electronics Engineer	Chemistry	02		Geology	01		Zoology	02		Botany	03		Anthropology	01		Linguistics	01		PMB	04	Includes one post of Scientific Officer of the Department.	Electronics Science	01		International Relations	01		Total	19				
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1.	Name of Post	Medical Officer
2.	No. of Posts	19
3.	Classification	Group A, Medical
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. M.B.B.S. Degree from a recognized University. 2. At least three years post qualification experience. Desirable: Post-Graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will be preferred. Note: For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynecology ward.
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Medical Officer (Dentistry)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. BDS degree from a recognized University. 2. At least three years post qualification experience. Desirable: MDS degree/MBA (Hospital Administration) and / or hospital experience will be preferred.
8.	Period of probation (if, any)	One year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Medical Officer (Pathology)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: M.D. in Pathology/Microbiology from a recognized University. OR MBBS degree from recognized university and Diploma in Pathology with two years relevant experience. Desirable: MBA (Hospital Administration) and / or hospital experience will be preferred.
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Medical Officer (Radiology)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: M.D. in Radiology from a recognized University. OR MBBS degree from recognized university and DMRD (Diploma in Radiology) with two years relevant experience. Desirable: MBA (Hospital Administration) and / or hospital experience will be preferred.
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Veterinarian
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: B.V.Sc. with 5 years experience in care and handling of Laboratory Animals. Desirable: Experience in management of animal house of any recognized Institute.
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment.
10.	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	Not Applicable



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1.	Name of Post	Manager (Press)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 11 or Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 50 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>For Deputation/ Contractual Essential:</p> <p>i) A Graduate Degree from a recognized University/institution. ii) Diploma/Certificate in printing technology from a recognized University/ Institution. iii) A minimum of 08 years for the Level 11 and 05 years for the Level 10, practical experience in a managerial position in a Government Press or Commercial Press or Publishing house of repute besides sound trade knowledge of printing processes, costing/estimation of typography/ designing.</p> <p>Desirable: i) Post Graduate Degree/Diploma in Business Administration. ii) Knowledge of Government administrative functioning</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Deputation/Absorption/Contract. If appointment on Contract is made, it shall initially be for 01 year, extendable upto 05 years based on performance of the incumbent and requirement of the University.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>For Deputation :</p> <p>(a) Level 10 i) Amongst the officers holding analogous posts on regular basis; or with five years regular service in the in Level 08/Level 07 under Central/ State Governments/ UT Administration / Universities / recognized Research Institutions / Public Undertakings / Autonomous Bodies.</p> <p>(b) Level 11 i) Amongst the officers holding analogous</p>



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		<p>posts on regular basis; or with five years regular service in the Level 10 under Central/State Governments/ UT Administration/Universities/ recognized Research Institutions/ Public Undertakings / Autonomous Bodies.</p> <p>Note:</p> <p>i) In the case of contractual appointment, the contractual fee shall be decided by the University from time to time, considering the work experience and qualification of the incumbent.</p>
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1.	Name of Post	Manager (International Guest House)³⁶ (erstwhile post of Placement Officer converted)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Direct Recruitment/Contract: A master degree in Hospitality Administration from a recognized University with at least three years' experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management, in a reputed Institution/Hotel/University Guest House.</p> <p>Or</p> <p>A B. Sc. Degree or equivalent in Hotel Management or Catering from a recognized University with at least five years' experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management in a reputed Institution/Hotel/University Guest House.</p> <p>Or</p> <p>A graduate degree from a recognized University and a Diploma in Hotel Management or Catering from an Institution recognized by the Government with six years' experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management in a reputed Institution/Hotel/University Guest House.</p> <p>Or</p> <p>A Higher Secondary or Intermediate or an equivalent certificate from CBSE, a State Board or an equivalent body, and a Diploma in Hotel Management in catering from an Institution recognized by the Government with at least fifteen years' experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management of which at least twelve</p>

³⁶ Executive Council Resolution NO. 242(42) dt. 28.02.2005.



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		years in a supervisory capacity in a reputed Institution/Hotel/University Guest House.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/deputation/Absorption/Contract. If appointment on Contract is made, it shall initially be for 03 years, extendable up to 05 years based on performance of the incumbent on year to year basis and requirement of the University.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Section Officer
2.	No. of Posts	117
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years for direct recruits
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential: Graduate or Post Graduate from a recognized University.³⁷</p> <p>Desirable: 1. Diploma / Certificate of minimum 6 months duration in Computer Application /Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline. 2. Post qualification experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.</p> <p>Note: All the candidates for Direct Recruitment will be required to appear in the written examination as per scheme of examination prescribed by the University.</p>
8.	Period of probation (if, any)	01 year for direct recruits and promotees.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion .</p> <p>50% by Limited Departmental Examination .</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Senior Assistants working in the pay scale of Level 06 with minimum period of 05 years regular service in the cadre.</p> <p>Limited Departmental Examinations: Amongst the Senior Assistants & University Cashier working in working in the scale of Level 06 with minimum period of 3 years regular service in the cadre.</p>

³⁷ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010 (Model RRs) and as Proposed by committee



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1.	Name of Post	Senior Personal Assistant
2.	No. of Posts	13
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Non Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:³⁸</p> <ol style="list-style-type: none"> 1. A Bachelor Degree from a recognized University. 2. At least three years post qualification 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 <ol style="list-style-type: none"> (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application/Science. 2. Diploma in Office Management and Secretarial practice. 3. Knowledge of service rules applicable for Central Government establishments. <p>Note:</p> <ol style="list-style-type: none"> 1. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.³⁹ 2. The incumbent is expected to provide

³⁸ Amended vide notification no. Estab.(II)(i)/047/2008/NT/8 dated 26th September, 2013 and further amended as Proposed by committee

³⁹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		<p>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. 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.</p> <p>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p>
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>75% by Promotion . 25% by Limited Departmental Examination failing which by Direct Recruitment</p> <p>In colleges where there is no feeder cadre, the appointment may be done on Direct Recruitment or deputation.</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Personal Assistants with 05 years of regular service in the cadre and on the basis of quality of ACRs/APAR.</p> <p>Limited Departmental Examination: Amongst the Personal Assistants with 03 years of regular service in the cadre. The candidates would be assessed on the basis of the Scheme of Examination prescribed.</p> <p>Deputation: Officers working in analogous post in the pay scale of Level 07 or equivalent service</p>



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		<p>Or</p> <p>Personal Assistant or Stenographers working in the core pay scale of Level 06 or equivalent with at least 05 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>Note:</p> <p>The selection for deputation will be made on the basis of biodata of the candidate & quality of ACRs/APAR.</p>
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1.	Name of Post	Private Secretary
2.	No. of Posts	04
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 Years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none">1. A Bachelor Degree from a recognized University.2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.3. Skill test norms<ol style="list-style-type: none">(a) Dictation: 10 mts @ 100 w.p.m.(b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.(c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. <p>Desirable:</p> <ol style="list-style-type: none">1. Degree/Diploma in Computer Application/Science.2. Diploma in Office Management and Secretarial practice.3. Knowledge of service rules applicable for Central Government establishments. <p>Note:</p> <ol style="list-style-type: none">1. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.⁴⁰2. The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/She will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting

⁴⁰ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		<p>and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He/She will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/She 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 his boss or who have dealings with the boss as professional persons.</p> <p>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Senior Personal Assistants with 03 years of regular service in the cadre and on the basis of quality of ACRs.</p> <p>Deputation: Officers working in analogous post in the pay scale of Level 06 or equivalent service. Or Personal Assistant or Stenographers working in the core pay scale of Level 06 or equivalent with at least 05 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>Note: The selection for deputation will be made on the basis of biodata of the candidate & quality of ACRs/APAR and interview, if required.</p>



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1.	Name of Post	Hindi Officer
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <p>1. Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>2. At least 05 years experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.</p> <p style="text-align: center;">OR</p> <p>05 years experience of Teaching, Research, Writing or Journalism in Hindi.</p> <p>Desirable:</p> <p>i) Knowledge of Sanskrit and/or a Modern Indian Language.</p> <p>ii) Administrative experience.</p> <p>iii) Experience of organizing Hindi classes or workshop for noting and drafting.</p> <p>Duties: To look after the administrative & Hindi Stream and other allotted duties.</p>
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be	<p>100% by Direct Recruitment failing which by deputation</p> <p>Note: The selection for Direct Recruitment will be made</p>



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	filled by various methods.	on the basis of Scheme of Examination as prescribed by the University from time to time. ⁴¹ .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Deputation: For among the persons holding analogous post in a University/Educational Institution/Govt. Body, possessing essential qualification as indicated at S. No. 7. If an internal candidate is selected for Deputation for the post it will be treated as promotion.

⁴¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Assistant Engineer (Civil , Electrical & Mechanical)
2.	No. of Posts	08 (Civil-04 /Electrical-03/Mechanical-01)
3.	Classification	Group B, Technical
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:⁴²</p> <p>1. A Degree/Diploma in Civil/ Electrical/Mech. Engineering from a recognized University/ Institution.</p> <p>2. At least two years post qualification experience in a government body/commercial establishment of repute as a Junior Engineer or in a similar capacity.</p> <p>Note:</p> <p>1. Candidates applying for the post of AE (Civil) should be able to design R.C.C work efficiently.</p> <p>2. Candidates applying for the post of AE (Electrical/Mechanical) should be able to design electrical installations work efficiently and working knowledge of LT & HT D.G. Sets, substations, air conditioning, Lifts, Indian Electricity Rules .</p>
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion</p> <p>25% Limited Departmental Examination failing which by Deputation/Direct Recruitment</p> <p>25% by Direct recruitment</p> <p>Note:</p> <p>The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the University from time to time.⁴³.</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion:</p> <p>Among the Junior Engineers (Civil/ Electrical) Degree/Diploma holder with at least 05 years of regular service in the cadre.</p>

⁴² Proposed by committee.

⁴³ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		<p>Limited Departmental Examination: Among the Junior Engineers (Civil/ Electrical) Degree/Diploma holder with at least 03 years of regular service in the cadre. Scheme of Examination will be prescribed for Direct Recruitment Paper II.</p> <p>Deputation: Among the Engineers working in the CPWD/PWD/PSUs and possessing qualification and experience at S. No.7</p>
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1.	Name of Post	Security Officer
2.	No. of Posts	03
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years ⁴⁴
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ⁴⁵ <ol style="list-style-type: none"> 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 15 years' experience in Police/Para-Military Forces/ Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: <ol style="list-style-type: none"> 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should able to speak English and Hindi.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% through Direct Recruitment Note: The selection for direct recruitment will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁴⁶
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	As above at S. No. 7

⁴⁴ Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013.

⁴⁵ Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013.

⁴⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Field Worker
2.	No. of Posts	02 (one each at Department of Education and Department of Social Work)
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. A Master Degree in Social Work or Master Degree in Social Sciences. 2. B.Ed. or Bachelor of Elementary Education Desirable : a) Experience in working with children. b) Experience in working with the community. c) Working knowledge in using computers. d) Experience in report writing in English (preferably also in Hindi).
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% By Direct Recruitment failing which by short-term contract basis Note: The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁴⁷ .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	As above at serial No. 7

⁴⁷ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Yoga Organizer
2.	No. of Posts	01
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. A Graduate or Post Graduate degree in Yoga from a recognized University. ⁴⁸ 2. At least two years' experience as Yoga teacher/instructor in a Government Institution or Institution of repute. Desirable: 1. Proficiency to organize Yoga classes through English & Hindi medium. 2. A recognized qualification in Naturopathy.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% By Direct Recruitment failing which by short term contract basis. Note: The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁴⁹ .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable

⁴⁸ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010 (Model RRs)

⁴⁹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Staff Nurse⁵⁰ (Erstwhile Nurse)
2.	No. of Posts	08
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Group 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <p>(i) B.Sc. (Hons.) in Nursing from a recognized University or Institute/ Regular course in B.Sc. Nursing from a recognized University or Institute/ or Institute/ Post Basic B.Sc. (Nursing) from recognized University or Institute;</p> <p>(ii) Registered as Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council.</p> <p>(i) Six months experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned above.</p> <p>OR</p> <p>(i) Diploma in General Nursing and midwifery from a recognized Board or Council.</p> <p>(ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council.</p> <p>(iii) Two and half years' experience in minimum fifty bedded hospital after acquiring the above educational qualification.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.⁵¹</p>
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment failing which by deputation
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

⁵⁰ Qualification upgraded and re-designated in terms of Gazette Notification of MH&FW Dated 12.08.2014 and UGC letter No. F.6-7/97 (JCRC) Part File Nurses dated 10.08.2016.

⁵¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	University Cashier
2.	No. of Posts	01
3.	Classification	Group B, Ministerial, Ex Cadre
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: <ol style="list-style-type: none"> 1. B.Com degree with at least second division or M.Com. 2. At least 03 years experience in handling of cash in a government body or reputed commercial establishment 3. Knowledge of operation of computers and financial packages. Desirable: <ol style="list-style-type: none"> 1. Diploma in Financial Management/Accounting. 2. Passing of CA (Inter) or ICWA (Inter). 3. Completion of 02 months course on Cash and Accounts from ISTM.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% By Direct Recruitment failing which by deputation. Note: The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁵² .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Deputation: (1) Officers working in analogous post in the pay scale of Level 06 or equivalent with at least 02 years of regular service or more <p style="text-align: center;">Or</p> Persons working in the core pay scale of Level 04/Level 05 or equivalent with at least 03/05 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning. (2) Having the educational qualification as prescribed for direct recruits at S.No.7 and experience in handling of cash. Note: Selected candidate has compulsorily to undergo a training programme on handling of Cash and Accounts from ISTM or a similar body within a period of two years. The selection will be made on the basis of relevant experience, quality of ACRs/APAR as per scheme of examination.

⁵² Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Personal Assistant
2.	No. of Posts	45
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years for direct recruits
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Graduate from recognized University. 2. Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English <p style="text-align: center;">Or</p> <p>80 words per minute and typing speed of 40 words per minute in Hindi.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application /Science. 2. Diploma in Office Management and Secretarial Practice. <p>Note:</p> <ol style="list-style-type: none"> 1. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.⁵³
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion:</p> <ol style="list-style-type: none"> 1. Amongst the Stenographers (Hindi or English) working in the pay scale of Level 04 with minimum period of 05 years regular service in the cadre. 2. Passing a Shorthand test at a speed of 100 words per minute and typing speed of 40 words per minute in English

⁵³ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		<p>Or</p> <p>80 words per minute and typing speed of 40 words per minute in Hindi.</p> <p>Note: The condition of passing short hand/typing test will be relaxed for stenographers with more than 08 years regular service in the cadre subject to having made two genuine attempts for passing the shorthand/typing speed test, which will be determined as follows-</p> <p>“A minimum shorthand speed of 40 wpm and typing speed of 20 wpm on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”⁵⁴</p> <p>Deputation:</p> <p>Persons working in analogous post in the pay scale of Level 06 with atleast 2 years of regular service as Personal Assistant/Stenographer or Stenographers working in the pay scale of Level 04 or equivalent with at least 05 years of regular service in Central government department/ Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>The selection will be made on the basis of skill test, quality of ACRs and as per scheme of examination.</p>
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⁵⁴ Proposed by committee



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1.	Name of Post	Hindi Translator
2.	No. of Posts	02
3.	Classification	Group B, Ministerial, Ex Cadre
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: (ii) Master degree of a recognized University in Hindi with English as an elective subject at the degree level OR Master degree of a recognized University in English with Hindi as an elective subject at the degree level. (iii) 02 years post qualification experience in the field of terminological work in Hindi and/or translation from English to Hindi and vice-versa preferably of technical or scientific literature in a Central/State Govt./Public sector/reputed publication house or writing or journalism in Hindi. Desirable: i) Knowledge of Sanskrit and/or any Modern Indian Language. ii) Experience of organizing Hindi Classes or workshops for noting and drafting. iii) Administrative experience.
8.	Period of probation (if, any)	01 year for direct recruit.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% By Direct Recruitment failing which by deputation.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Deputation: (1) Officers working in analogous post in the pay scale of Level 06 or equivalent with at least 2/3 years of regular service Or Persons working in the core pay scale of Level 05/Level 04 or equivalent with at least 3/5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning. (2) Having the educational qualification and experience as prescribed for direct recruits at S.No.7. Note: The selection will be made on the basis of relevant experience, quality of ACR/APAR.



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1.	Name of Post	Senior Assistant
2.	No. of Posts	182
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years for direct recruits
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <p>1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.⁵⁵</p> <p>Note:</p> <p>1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.</p> <p>2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.⁵⁶</p> <p>3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.</p>
8.	Period of probation (if, any)	01 year for Direct Recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion .</p> <p>25% by Limited Departmental Examination failing which by Direct Recruitment.</p> <p>25% by Direct Recruitment.</p> <p>Note:</p> <p>The selection for Direct Recruitment will be made</p>

⁵⁵ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010 (Model RRs) and as Proposed by committee

⁵⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		on the basis of Scheme of Examination as prescribed by the University from time to time. ⁵⁷ .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Amongst the Assistants working in the pay scale of Level 04 with minimum period of 05 years regular service in the cadre. Limited Departmental Examinations: Amongst the Assistants, Hindi Assistant, Assistant Archivist or other incumbents of ex-cadre posts working in the pay scale Level 05/Level 04 with minimum period of 03 years regular service in the cadre.

⁵⁷ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Legal Assistant
2.	No. of Posts	02
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree in Law (Professional) from a recognized University.⁵⁸ 2. At least 3 years' experience in handling court cases in a government/semi government organization and/or practice before High Court or Lower Court in Civil/Labour matters. 3. Professional who have worked in Central Universities/Autonomous Bodies with two to three years' experience will be given preference. 4. Hands on experience in computers. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree. 2. Diploma in IPR or Labour Laws. 3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees. <p>Duties:</p> <p>The person so selected is required to assist the Assistant Registrar/ Deputy Registrar (Legal) in his day to day duties in the Legal Branch. He is expected to attend all kind of legal matters, writ petitions, preparation of para-wise comments on the writ petitions/draft replies, drafting of contract agreements/MOUs with various bodies on academic matters, liaison with Standing Counsel/Panel Advocates before the High Court of Delhi and Lower Courts.</p> <p>Note:</p> <p>The persons so appointed will not be allowed to do private practice.</p> <ol style="list-style-type: none"> 2. The candidates for Direct Recruitment will be

⁵⁸ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010



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		assessed on the basis of Scheme of Examination as prescribed by the University from time to time. ⁵⁹
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Short term contract or by deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<u>Deputation:</u> Officers working in a government and semi government bodies and working on regular basis in the pay scale of Level 04/Level 07 with at least 5/3 years of regular service and having the educational qualification and experience prescribed at S.No.7 above. <u>Note:</u> The selection will be made on the basis of ACR/APAR and experience.

⁵⁹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Professional Assistant
2.	No. of Posts	62
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <p>1. M. Lib.Sc./M.L.I. Sc. Or equivalent⁶⁰</p> <p>OR</p> <p>Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc.</p> <p>2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. To perform under the overall supervision of the In-charge of the cell/unit/section and assisting them in routine work; 2. Membership and Circulation Work: Performing, supervision and of staff; Issuing the No Dues/Clearance Certificates; 3. Acquisition Work: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L./D.L./Librarian; maintenance of records and correspondence; Receiving books on approval and on confirmed order and bills and checking with purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc. 4. Periodical work: Soliciting suggestions for renewal and inviting/receiving for subscription of periodicals and their processing ' Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic databases' placing orders for subscription of periodicals and electronic databases; maintaining and controlling the budgetary allocations; issuing reminders for non-receipt

⁶⁰ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010 and as Proposed by committee



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		<p>of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals</p> <p>5. Technical Processing work: Classification cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; database maintenance and rectification;</p> <p>6. Maintenance of statistics of various nature; report generation both manual as well computerized;</p> <p>7. Reference and Referral Work: Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/information literacy and competency programmes; Inter-library loan services and maintenance of records; upkeep and development of reference collection;</p> <p>8. Providing in Internet Access service, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals;</p> <p>9. Performing Opening and Closing work;</p> <p>10. Secretarial Work: Maintenance of files, records registers, stationery items, consumables required in the cell/unit/section</p> <p>11. Stock verification of books, periodicals and other document and permanent store items</p> <p>12. Maintenance of legal documents</p> <p>13. Maintenance of the Library Buildings</p> <p>14. Attending morning, evening and holiday duties as supervisors of shift.</p> <p>15. Any other job assigned from time to time</p> <p>The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.⁶¹</p>
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion .</p> <p>25% by Limited Departmental Examination</p> <p>25% by Direct Recruitment.⁶²</p> <p>Note: In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and</p>

⁶¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017

⁶² Proposed by Committee



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		Senior Assistant is less than 04 or upto 03, there will be no Direct Recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years' service available in the feeder grade, the post shall be filled by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Semi Professional Assistants working in the University with at least five years regular service in the grade and possessing the following:</p> <p>1. Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect)</p> <p>Attended at least two computer training programme each of two weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training programme. The training programme should include modules declared by DULS on its website for the purpose from time to time.</p> <p>Limited Departmental Examination: Amongst the Semi Professional Assistants working in the University with at least three years regular service in the grade and possessing the following:</p> <p>Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect)</p> <p>Attended at least two computer training programme each of two weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training programme. The training programme should include modules declared by DULS on its website for the purpose from time to time.</p>



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1.	Name of Post	Junior Engineer (Civil & Electrical)
2.	No. of Posts	20 (12 + 8)
3.	Classification	Group C, Technical
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Diploma in Civil /Electrical Engineering of a recognized University/Institute. 2. At least two years post qualification experience as Junior Engineer or Works Assistant/Electrician in a University/Research Institution/PSU engaged in construction activities/private organization of repute. Desirable: Degree in Relevant Branch of Engineering.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Promotion . 75% by Direct Recruitment ⁶³ The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time. ⁶⁴
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Among the Works Assistant (Civil/Electrical)/ Electrician with at least 5 years of regular service in the University and having relevant academic qualification as stated at S. No. 7 above

⁶³ Proposed by committee

⁶⁴ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Senior Technical Assistant
2.	No. of Posts	68+10 (sanctioned under OBC expansion grant) = 78*
3.	Classification	Group B Technical
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:⁶⁵</p> <p>A Postgraduate degree//B.E./B.Tech in the relevant subject having two years' experience in relevant field.</p> <p>OR</p> <p>A Bachelor degree in the relevant subject with three years' experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a College/R&D Institution under State/Central Government.</p> <p>OR</p> <p>3 year Diploma in relevant subject with 06 years' experience in laboratory of a University or a College/R&D Institution under State/Central Government.</p>
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion</p> <p>25% by Limited Department Examination</p> <p>25% by Direct Recruitment failing which by Deputation.</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>(a) 50% by promotion . Amongst the Technical Assistant with at least five years regular service in the cadre in the concerned Department and possessing essential qualifications as mentioned in S.No.7 above.</p> <p>(b) 25% by Limited Departmental Test.</p> <p>(i) Amongst the Technical Assistant with at least three years of regular service in the concerned Department and possessing essential qualifications as mentioned in S.No.7 above.</p> <p>(ii) The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.</p>

⁶⁵ Proposed by committee



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		<p>(c) 25% by Direct Recruitment failing which by deputation.</p> <p>(i) The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.⁶⁶</p> <p>(ii) The post of Senior Technical Assistant is to be filled on the basis of the vacancy and the post advertised for the concerned/ specified department.</p> <p>Note: In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than 04 or upto 03, there will be no Direct Recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years' service available in the feeder grade, the post shall be filled by Direct Recruitment.</p> <p>(d) For deputation: Amongst the officers holding analogous posts on regular basis OR three years regular service in the Pay of Level 05 or more in related field under Central/State Governments/ UT Administrations/ Universities/ recognized Research Institutions/ Public Undertakings/ Autonomous Bodies/ and possessing qualification at Sr. No. 7 above. Assessment will be as per prescribed scheme of Examination.</p>
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(*) Distribution of posts are given below:		
Department	No. of Posts	Remarks
Physics	13	This includes erstwhile one post of STA (Photographer-cum-Artist), (Workshop Technician), (LSR), Network System Operator, STA (Telescope), Technician (LHP) 5 posts
Botany	08	This includes erstwhile one post each of STA(Photographer), STA (Herbarium)/ STA (Technician) /STA (Artist)
Chemistry	10	This includes one post of STA (NMR)

⁶⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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Zoology	13	This includes erstwhile one post each of STA(Radio Immunoassay), STA (GLC Counter), STA Photographer cum Artist and STA (GC Mass)
Geology	03	STA (Scintillation)/STA (SEM) and STA (Photographer cum Artist)
PMB	01	
Electronic Science	03	This includes erstwhile one post each of Workshop Technician Mass)
Graphic Arts Centre	01	
East Asian Studies	01	
Psychology	03	Includes one Technician
Linguistics	01	
USIC	08	This includes erstwhile 3 posts of STA (Elect), 2 posts of STA (Instrumentation) one post each of STA (Glass Blowing), (Workshop Technician) and (Electronic)
CPDHE	01	
Anthropology	02	STA (Photographer- cum-Artist)
Education	02	Workshop Instructor
ACBR	01	
Environmental Science	01	
Operational Research	01	
Journalism	01	
Microbiology	01	
Genetics	01	
Adult Continuing Education & Extension	01	
Social Work	01	
	78	



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1.	Name of Post	Senior Technical Assistant (Computer)
2.	No. of Posts	14*
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Non – Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology or M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 50% by Direct Recruitment ⁶⁷ Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁶⁸
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Promotion: Amongst the Technical Assistant (Computers) working in the University with at least 05 years service in the grade and meeting essential educational qualification as stated at S.No.7.

*DUCC-08, Department of Computer Science-01, SDC-02, VC Office-01, Planning Unit-01 and 01 post of Console Operator of Finance Branch.

⁶⁷ Proposed by committee

⁶⁸ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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University of Delhi

1.	Name of Post	Senior Technical Assistant (German)
2.	No. of Posts	01
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Bachelor's Degree. 2. Advance Diploma in concerned field. 3. Well experienced in handling Audio Visual aids. 4. Good Knowledge of typing in language concerned. ⁶⁹
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁷⁰
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable

⁶⁹ Proposed by committee

⁷⁰ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Physiotherapist
2.	No. of Posts	04
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: Bachelor of Physiotherapy (BPT) from a recognized institution. Or Diploma in Physiotherapy (DPT) from a recognized Board/Institute with 02 years of experience in relevant field. Desirable: Two years' experience in a similar capacity in a General Hospital.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% Direct Recruitment Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁷¹
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

⁷¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Assistant Security Officer
2.	No. of Posts	04
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ⁷² <ol style="list-style-type: none">1. A Graduate or an equivalent qualification from a recognized University.2. At least 10 years' experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Naib Subedar or an equivalent position with exemplary service.3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: <ol style="list-style-type: none">1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.2. Should able to speak English and Hindi.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% Direct Recruitment Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁷³
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	As above at S. No. 7

⁷² Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013.

⁷³ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



⁷⁴ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Horticulturist
2.	No. of Posts	02
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. B.Sc. in Agriculture/ Horticulture. 2. At least 03 years experience as Horticulturist or an equivalent position preferably in an Government Establishment e.g.: bodies like MCD, NDMC, DDA, PWD etc., Educational Institute or commercial establishment of repute. Desirable: Experience in landscaping
8.	Period of probation (if, any)	01 year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment failing which by short term contract/ Deputation basis Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁷⁵
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Deputation: Among the persons holding analogous post in a government/semi government body and fulfill the qualification and experience at serial No. 7. Short terms contract: As per S.No. 7

⁷⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Social Worker (Department of Social Work)
2.	No. of Posts	03
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: Post Graduate Degree in Social work from a recognized University. ⁷⁶ Desirable: 1. At least 02 years experience in Social Work practice 2. Proficiency in English and Hindi. 3. Certificate or Diploma course in communication.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment failing which by Short Term Contract basis Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁷⁷
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	As above at S. No. 7

⁷⁶ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010

⁷⁷ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	X-Ray Technician
2.	No. of Posts	02
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: Graduate with Diploma in Radiography with 02 years experience as Radiographer in General Hospitals.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% Direct Recruitment. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁷⁸
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

⁷⁸ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Hindi Assistant
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: (i) B.A. (H) in Hindi or M.A. in Hindi. ⁷⁹ (ii) At least 02 years experience in translation work from English to Hindi vice-versa in government department/body/reputed commercial establishment. Desirable: i) Experience in noting and drafting in official communication in Hindi. ii) Administrative experience.
8.	Period of probation (if, any)	01 year for direct Recruit.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment failing which by deputation. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁸⁰
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Deputation: Amongst the persons holding analogous posts in a Central / State Governments/Autonomous Bodies and fulfill the qualifications and experience at Sr. No. 7 above. Note: The selection will be made on the basis of prescribed scheme of examination and quality of ACRs/ APARs.

⁷⁹ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010

⁸⁰ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Sports Coach
2.	No. of Posts	05(01+04*)
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years for direct recruits.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Bachelors/Master's degree in Physical education. 2. A Diploma in Coaching from NIS, Patiala or an equivalent qualification from a recognized University/ Institution. Desirable: 1. Competence in Coaching in at least any 02 games at National/ International standing in sports. 2. 02 years Coaching experience.
8.	Period of probation (if, any)	01 year for Direct Recruit.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	01 Post to be filled by Direct Recruitment. *04 posts to be filled on contract basis Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁸¹
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

⁸¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Technical Assistant
2.	No. of Posts	81+20 posts (sanctioned under OBC expansion grant)+05(Posts of Instrument Mechanic merged as TA) =106 *
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ⁸² Bachelor degree having studied relevant subjects with two years' experience in the relevant field. Or Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject. Or Three year Diploma in Engineering/Science in relevant subject from Government recognized institute having 04 (four) years' of work experience in Laboratory related work.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion 25% by Limited Department Test 25% by Direct Recruitment failing which by Deputation
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	(a) 50% by Promotion : Amongst the Laboratory Assistant with at least five years regular service in the cadre in the concerned department. (b) 25% by Limited Departmental Test and Skill test :(i) Amongst the Laboratory Assistant with at least three years of regular service in the cadre in the concerned department. (ii) The scheme of examination and weightage of marks for written test, service record etc. shall be as prescribed by the University from time to time. (c) 25% by Direct Recruitment : as defined in S.No. 07 above (d) For Deputation: Amongst the officers holding analogous posts on regular basis five years regular service in the Level 04/Level 03 or more in related field under Central / State Governments / UT Administrations / Universities / Recognized Research / Public Sector Undertaking / Autonomous Bodies and possessing qualification at Sr. No.

⁸² Amended vide notification no. Estab.(II)(i)/2013 dated 14th February, 2013 and further modified as proposed by the Committee.



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(*) Distribution of posts is given below:

Department	No. of posts	Remarks
Physics	09	
Botany	12+05	Includes erstwhile one post of TA (Museum), Instrument Mechanic (Workshop mechanic in colleges)
Chemistry	06	
Zoology	14	
Geology	04	Includes erstwhile one post of TA (Museum)
PMB	02	
Electronic Science	04	
Graphic Arts Centre	01	
Fac. Of Inter Disciplinary & Applied Sc.	03	
Health Centre	04	
Music	01	
East Asian Studies	01	
Adult Education	03	
Fac. Of Mgt. Studies	01	
Linguistics	02	
Geography	02	Erstwhile TA (Cartographer)
USIC	06	
Computer Science	01	
CEMEDE	02	
ACBR	06	
Anthropology	04	Includes erstwhile one post of TA (Museum)
History	02	Erstwhile one post of TA (Museum)
Psychology	01	
Environmental Science	01	
Mathematics	01	
Statistics	01	
Hindi	01	
Journalism	01	
Bio-Chemistry	01	
Bio-Physics	01	
Microbiology	01	
Genetics	01	
Pol. Science	01	
Total	106	



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1.	Name of Post	Technical Assistant (Computers)
2.	No. of Posts	41
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ⁸³ Graduate or Post Graduate in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Computer Applications . Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% By Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable
Department		No. of posts
PMB		02
DUCC		12
Fac. of InterDisciplinary& AppliedSciences (SDC)		07
ComputerScience		02
Fac. of Mgt.Studies		02
Education		02
Geography		01
D.S.E.		01
C.O.		12
Total		41
		Includes one post of Alpha Operator-cum-Machine of GraphicArts Centre

⁸³ E.C. resolution no. 28 dated 28.02.2017/07.03.2017



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1.	Name of Post	Assistant Archivist
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years for direct recruits
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. B.A (Hons.) in History or an equivalent qualification. 2. At least two years' experience in Archives and/or Records management in a government department/body. Desirable: 1. One year Diploma course in Archives and Records Management conducted by National Archives of India. Note: 1. The person so selected has to undergo a short term course in Care and Conservation of Books, Manuscripts and Archives or Servicing and Repair of Records from National Archives of India, Government of India.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁸⁴
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

⁸⁴ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Technical Assistant (Music)
2.	No. of Posts	01
3.	Classification	Group C, Non-Ministerial, Ex Cadre
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.A./B.Sc./B.Com. from a recognized university of India. 2. Knowledge of musical instruments and experience in handling and maintaining musical instruments. Ability to change and tune the strings and do minor repairs and alignments. 3. Knowledge of electronic equipment's & experience in handling and maintaining them. 4. Knowledge of handling the P.A. system and recording 5. Ability to play Tanpura. 6. Ability to handle computer hardware, such as changing cartridges and connecting parts. 7. Ability to handle correspondence relevant to the job, such as scanning and copying documents. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Hindustani Music and Karnataka music 2. Two years of work experience in relevant field in University/college/recognized institution/A.I.R./Doordarshan.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.⁸⁵</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

⁸⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Pharmacist
2.	No. of Posts	18
3.	Classification	Group C, Non-Ministerial, Ex Cadre
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 10+2 plus 02 years Diploma in Pharmacy and Registration with State Pharmacy Council.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁸⁶
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable

⁸⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Semi Professional Assistant
2.	No. of Posts	69
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:⁸⁷</p> <ol style="list-style-type: none"> 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification. 2. B. Lib. Sc./B.L.I. Sc. 3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution. <p>The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.⁸⁸</p>
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by promotion . 25% by Limited Departmental Examination 25% by Direct Recruitment.</p> <p>Note: In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than 04 or upto 03, there will be no Direct Recruitment and the posts shall be filled by promotion. Where there is no qualified person with minimum number of years' service available in the feeder grade, the post shall be filled by Direct Recruitment.</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>For Promotion:</p> <p>Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least five years regular service in the grade and possessing the following:</p> <ol style="list-style-type: none"> 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher

⁸⁷ Proposed by committee

⁸⁸ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		<p>qualification.</p> <p>B. Lib. Sc./B.L.I. Sc.</p> <p>2. Successfully attended two computer training programme of two week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/ registered institution.</p> <p>For Limited Departmental Examination:</p> <p>Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least three years regular service in the grade and possessing the following:</p> <p>1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.</p> <p>B. Lib. Sc./B.L.I. Sc.</p> <p>2. Successfully attended two computer training programme of two week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/ registered institution.</p> <p>Note: The requirement of 05 years for promotion/03 years for LDE may be relaxed if the incumbent Library Assistant has a total of 10 years' experience, including his/her experience in lower grade at Level 1 or above.</p>
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1.	Name of Post	Assistant
2.	No. of Posts	320
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years for direct recruits.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: A Graduate from a recognized University in any discipline with good working knowledge of computers ⁸⁹
8.	Period of probation (if, any)	01 year for direct Recruit.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 25% by Limited Departmental Examination 25% by Direct Recruitment Note: The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁹⁰
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion: Amongst the Junior Assistants working in the pay scale of Level 02 with minimum period of 05 years regular service in the cadre. Limited Departmental Examination: Amongst the Junior Assistants, Caretaker working in the pay scale of Level 02 with minimum period of 03 years regular service in the cadre.

⁸⁹ Amended vide clause 3.8.2 of DOPT OM No. AB.14017/48/2010-Estt..(RR) dated 31st December, 2010 (Model RRs)

⁹⁰ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Assistant (Stores) (Erstwhile post of Store Assistant and Assistant (Stores) in Engineering Department)
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years for direct recruits.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Degree in Science or Commerce. 2. A Diploma in Materials Management <p>Or</p> <p>At least 03 years experience in a similar capacity in government department/body/reputed commercial establishment.</p> <p>Note: The selection under Direct Recruitment will be made on the basis of Scheme of examination as prescribed by the University from time to time.⁹¹</p>
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion .</p> <p>50% by Direct Recruitment</p> <p>Promotion and Direct Recruitment would be taken up alternately in this order.</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	<p>Promotion: Among the Junior Assistants/Junior Assistant (Stores) working in the pay scale of Level 02 with at least 05 years regular service in the cadre.</p> <p>Direct Recruitment: Selection will be based on a suitable written test/skill test as per scheme of examination.</p>

⁹¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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University of Delhi

1.	Name of Post	Stenographer
2.	No. of Posts	77
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:⁹²</p> <p>1) Passed Sr. Secondary School (10+2) Examination or its equivalent examination.</p> <p>2) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English</p> <p>Or</p> <p>Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.</p> <p>Desirable:</p> <p>1. Knowledge of Computers.</p> <p>2. Diploma in Computers and/or Office Management and Secretarial Practice.</p> <p>Note:</p> <p>1. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.⁹³</p> <p>2. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period.</p> <p>3. Based on the requirement of posts, the University shall conduct its own recruitment test or alternatively seek nomination from the Staff Selection Commission for each recruitment year. In case the University seeks nomination from SSC, the same qualification for similar posts prescribed by the Govt. of India shall apply.</p>
8.	Period of probation (if, any)	01 year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the	100% by Direct Recruitment failing which by deputation.

⁹² E.C. resolution no. 28 dated 28.02.2017/07.03.2017

⁹³ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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	posts to be filled by various methods.	
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Deputation: Persons working in analogous post in the pay scale of Level 04 with at least 02 years of regular service or Junior Assistant/Lower Division Clerk in the pay scale of Level 02 with at least 03 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning. Departmental Junior Assistant with at least 03 years' regular service is also eligible and in case of their selection they will be deemed to be appointed on promotion. The selection will be made on the basis of skill test, quality of ACRs/APAR. .



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1.	Name of Post	Electrician (one post of Senior Mechanic Computer Centre, now rationalized as Electrician)
2.	No. of Posts	06+01=07
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ⁹⁴ Diploma/ITI in a relevant trade from a recognized Institution with a Certified Electrician License issued by competent authority. Desirable: 1. 01 year work experience.
8.	Period of probation (if, any)	01 year for Direct Recruitment.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 50% by Direct Recruitment. Note: Promotion: From among employees having 05/10 years' experience in lower grade with Level 03/Level 02 in related field, respectively. Direct Recruitment: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁹⁵
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

⁹⁴ Proposed by committee

⁹⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Sanitary Inspector
2.	No. of Posts	01
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Atleast Senior Secondary School Pass Certificate or equivalent examination from a recognized Board/University. 2. Possessing the Diploma/Certificate course for Sanitary Inspector from a government recognized institute. 3. At least 3 years supervisory experience in sanitation in a local body after obtaining Sanitary Inspector's qualification.
8.	Period of probation (if, any)	01 year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment failing which by short term contract. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁹⁶
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

⁹⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Senior Garden Supervisor (Erstwhile Senior Garden Chowdhary)
2.	No. of Posts	02
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Selection (Merit-cum-Seniority)
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Secondary School Examination Certificate from a recognized Board/Institution. 2. At least 10 years' experience as Garden Chowdhary or an equivalent post in a University/Research Institution/ Gardens maintained by Civic bodies.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion . Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. The same scheme of examination shall apply for LDE. ⁹⁷
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Among the Garden Supervisor working is pay scale of Level 03 with atleast 5 years' experience in the grade.

⁹⁷ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Tabla Accompanists⁹⁸
2.	No. of Posts	15
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	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. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 4. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ⁹⁹
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

⁹⁸ Added as Proposed by committee

⁹⁹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Pakhawaj Player¹⁰⁰
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Pakhawaj/Tabla playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music. 2. Degree in Pakhawaj/Tabla <p>OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Pakhawaj/Tabla under an established Guru, for a period of not less than 6 years</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Good repertoire of traditional compositions. 2. Knowledge of Hindustani Music, both Vocal and Instrumental 3. At least two years of work experience in a University/College/recognized institution/ A.I.R./Doordarshan. 4. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment.</p> <p>Note:</p> <p>The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹⁰¹</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁰⁰100 Added as Proposed by committee

¹⁰¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Sarangi Accompanist¹⁰²
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Sarangi playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra Gayaki) and Percussion music. 2. Degree in Sarangi <p>OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Sarangi under an established Guru, for a period of not less than 6 years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Hindustani Music, both Vocal and Percussion 2. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 3. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹⁰³</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁰² Added as Proposed by committee

¹⁰³ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Violin Accompanist¹⁰⁴
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Violin playing with special reference to the accompaniment aspect. 2. Degree in Violin <p>OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Violin under an established Guru, for a period of not less than 6 years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Good repertoire of traditional compositions. 2. Proficiency in Manodharma Sangita. 3. Knowledge of Karnataka music, both Vocal and Percussion. 4. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 5. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹⁰⁵</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁰⁴ Added as Proposed by committee

¹⁰⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Mridangam Accompanist¹⁰⁶
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable.
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Mridangam playing with special reference to the accompaniment aspect. 2. Degree in Mridangam <p>OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Mridangam under an established Guru, for a period of not less than 6 years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of other Percussion instruments like Kanjira and Ghatam. 2. Knowledge of Karnatak music, both Vocal and Instrumental. 3. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 4. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹⁰⁷</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁰⁶ Added as Proposed by committee

¹⁰⁷ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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University of Delhi

1.	Name of Post	Harmonium Accompanists¹⁰⁸
2.	No. of Posts	01
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable.
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Harmonium playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra gayakis) and Percussion music. 2. Degree in Harmonium <p>OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Harmonium under an established Guru, for a period of not less than 6 years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Hindustani Music, both Vocal and Percussion. 2. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 3. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹⁰⁹</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁰⁸ Added as Proposed by committee

¹⁰⁹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Tanpura Accompanist¹¹⁰
2.	No. of Posts	04
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Tanpura playing. 2. Ability to tune and change the strings of Tanpura/Sitar/Veena. 3. Degree in Hindustani Music. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Hindustani Music both Vocal and Instrumental. 2. At least 2 years of work experience in a university/College/Recognised Institution/A.I.R./Doordarshan. 3. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹¹¹</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹¹⁰ Added as Proposed by committee

¹¹¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	House Keeper¹¹²
2.	No. of Posts	12 (These posts are exist in the hostel) (4-Rajeev Ghandhi Hostel for Girls, 4-Undergraduate Hostel for Girls, 1-Ambedkar Ganguli Hostel, 1-Geetanjali Hostel, 1 Meghdoot Hostel, 1-University Hostel for Women)
3.	Classification	Group C, Non-Ministerial-Ex-Cadre
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Non-Selection post
6.	Age limit for direct recruitment	45 years for Direct Recruitment
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: <ol style="list-style-type: none"> 1. Graduation from a recognized university 2. Working knowledge of computer 3. Two years' experience in similar field/area (a certificate to this effect as proof of the same may be submitted) Desirable: <ol style="list-style-type: none"> 1. A diploma or certificate of minimum 6 months in House Keeping/Home Science or any other relevant subject from a reputed institute. 2. Knowledge of Book keeping to maintain: <ol style="list-style-type: none"> a) Stock Register b) Assets Register c) Mess Rebate 3. Maintenance of Registers: <ol style="list-style-type: none"> a) Attendance register of students b) Leave Register c) Handling of Female Attendants and Safai Karamcharies
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹¹³
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹¹² Added as Proposed by committee

¹¹³ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Laboratory Assistant
2.	No. of Posts	92+20 posts (Sanctioned under OBC expansion grant)=112*
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	30 year
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: Should have passed Senior Secondary (10+2) or an equivalent examination with Science Subject OR Graduate with relevant subject. ¹¹⁴
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 25% by Limited Departmental Test 25% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>(a) <u>50% by promotion .</u> Amongst the existing Laboratory Attendant with at least five years regular service in the cadre in the Department concerned.</p> <p>The candidate being considered should have undergone 02 trainings of 02 weeks each conducted in the relevant discipline conducted by the college or any other registered institution.</p> <p>(b) <u>25% by Limited Departmental Test .</u> i) Amongst the Laboratory Attendant with at least 3 years of regular service in the cadre in the Department concerned. ii) The candidate being considered should have undergone 02 trainings of 02 weeks each conducted in the relevant discipline conducted by the college or any other registered institution. iii) The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹¹⁵</p> <p>Note: In the case of colleges, where the number of sanctioned posts in the cadre is less than 04 upto</p>

¹¹⁴ Proposed by committee

¹¹⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		03, the post would be filled by promotion Where there is no qualified person with minimum number of years' service available in the feeder grade, the post shall be filled by Direct Recruitment.
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(*) Distribution of posts are given below:

Department	No. of Posts	Remarks
Physics	22	
Botany	13	
Chemistry	23	
Zoology	14	
Geology	06	This includes erstwhile 2 posts of Sr. Lab. Assistant (Section Cutter)
O.R.	02	
Psychology	03	
Geography	01	
Mathematical	02	
Computer Science	01	
Anthropology	09	
Education	02	
Health Centre	01	
A.C.B.R.	01	
Environmental Science	01	
CIC	01	
Plant Molecular Biology	01	
Electronic Science	02	
Bio-Chemistry	02	
Bio-Physics	01	
Microbiology	02	
Genetics	02	
Total	112	



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1.	Name of Post	Salesman, DHMI
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. A Graduate from a recognized University in any discipline with working knowledge of computers, good communication and account keeping skills. 2. Minimum 01 year of experience in the field of Marketing/Sales.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% Direct Recruitment Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹¹⁶
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

¹¹⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Works Assistant
2.	No. of Posts	08 + 06 (Pipe Fitter) = 14
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 03
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ¹¹⁷ 1. Should have passed 10 th class with ITI in relevant trade from a recognized institute. Desirable: 1. Diploma in Civil/Electrical Engineering. 2. Ability to read and interpret designs, drawings, maps and plans.
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 50% by Direct Recruitment Note: Direct Recruitment: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹¹⁸
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: From among employees having 05/10 years' experience in lower grade with Pay in Level 2/ Level 1 respectively.

¹¹⁷ Proposed by committee

¹¹⁸ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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University of Delhi

1.	Name of Post	Library Assistant
2.	No. of Posts	22
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Level 03
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:¹¹⁹</p> <ol style="list-style-type: none"> 1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions. 2. Certificate in Library Science/Library and Information Science from a recognized institution; 3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized/registered Institution. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. Secretarial Jobs: Performing the administrative and financial jobs in respective units, sections (e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc. 2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media. 3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library. 4. Performing the Data Entry Operation; 5. Assist user in searching books and periodicals (both loose and bound volumes), and documents in other

¹¹⁹ Proposed by committee



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		<p>media and finding/tracing of misplaced books and periodicals (both loose and bound volumes).</p> <p>6. Library services for users with special needs;</p> <p>7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;</p> <p>8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.</p> <p>9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation;</p> <p>10. Performing the Scanning work and attending to e-mails;</p> <p>11. Printing of bar code labels and magnetic ships etc.</p> <p>12. Covering and removing the dust covers from the computers while closing and opening the Library Unit, section respectively.</p> <p>13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.</p> <p>14. Performing holiday and weekend and shift duties.</p> <p>15. All other such jobs as may be assigned from time to time.</p>
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion .</p> <p>25% by Limited Department Examination</p> <p>25% by Direct Recruitment.</p> <p>Note: In the case of colleges, where the number of sanctioned posts in the cadre of Assistant and Senior Assistant is less than 04 or upto 03, there will be no Direct Recruitment and the posts shall be filled by promotion. Where there is no qualified person wit</p>



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		The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹²⁰
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	By promotion: Amongst the Library Attendants (MTS) working in the University with at least five year regular service in the grade and should have attended one computer Training Programme of a duration of two weeks as Library Attendant, conducted by DULS or training of comparable duration from recognized/registered institution, subject to the fulfillment of minimum qualification for Direct Recruitment. By Limited Departmental Examination Amongst the Library Attendants (MTS) working in the University with at least 03 year regular service in the grade subject to the fulfillment of minimum qualification for Direct Recruitment. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time

¹²⁰ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Junior Assistant
2.	No. of Posts	317
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years for direct recruits.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ¹²¹ 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
8.	Period of probation (if, any)	01 year for direct recruits and promotees.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Promotion through Limited Departmental Test failing which by Direct Recruitment. 75% by Direct recruitment. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹²²
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Limited Departmental Examinations: Amongst the Matriculate Group 'D' employees working in the University with minimum period of 03years ¹²³ regular service in the cadre.

¹²¹ Amended by E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I(ii) dated 31st December, 2008 and as Proposed by committee

¹²² Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017

¹²³ Amended by E.C. vide resolution no. EC(175).-21.03.2012



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1.	Name of Post	Junior Assistant (Russian)
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years for direct recruits.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ¹²⁴ <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University / Institution or a Graduate from a recognized University. 2. A minimum speed of 25 w.p.m. in Russian Typewriting Desirable: <ol style="list-style-type: none"> 1. Advanced Diploma in Russian or equivalent examination recognized by the Delhi University. 2. Experience of handling books in foreign languages particularly Russian/ Office work. 3. Knowledge of English typewriting.
8.	Period of probation (if, any)	01 year for Direct Recruitment.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by Direct Recruitment or short term contract Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹²⁵
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

¹²⁴ Amended by E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I.(ii) dated 31st December, 2008

¹²⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Dispatch Rider
2.	No. of Posts	06
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	N. A.
6.	Age limit for direct recruitment	30 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. 12 th from a recognized Board/University/Institution. 2. Possession of a valid driving license for motor Cycle/Auto-rickshaw. 3. Knowledge of Motor Cycle/Auto-rickshaw mechanism (The candidate should be able to remove minor defects in vehicle). Desirable: Possessing a valid license for LMV. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹²⁶ A driving test will be conducted through an Agency identified by the University.
8.	Period of probation (if, any)	01 years.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹²⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Telephone Operator
2.	No. of Posts	10
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential: ¹²⁷</p> <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University. 2. Good voice and Fluent in English and Hindi 3. Should be able to handle EPABX machine. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Two years' experience in handling EPABX or Front Office jobs in Govt. bodies or reputed commercial organizations. <p>Note: ¹²⁸</p> <ol style="list-style-type: none"> 1. The candidates for Direct Recruitment will assessed on the basis of Scheme of Examination as prescribed by the University from time to time. 2. All direct recruits should qualify a typing test in computer within two years from their appointment.
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or short term contract basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

¹²⁷ Amended by E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I(ii) dated 31st December, 2008

¹²⁸ E.C. resolution no. 28 dated 28.02.2017/07.03.2017



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1.	Name of Post	Driver (Ordinary Grade)
2.	No. of Posts	28
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: <ol style="list-style-type: none">1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University.1. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle)2. Experience of driving a motor vehicle for at least 3 years. Desirable: Possessing a valid license for Heavy vehicles. Note: A driving test will be conducted through an Agency identified by the University.
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or short term contract.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



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1.	Name of Post	Cook
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: <ol style="list-style-type: none">1. Secondary School Certificate from recognized Board or Institution.2. Should have hands on experience in cooking of Indian or western dishes in general from a Hotel or Guest House of repute.3. Should possess sound health and clean habits. Desirable: <ol style="list-style-type: none">1. Certificate course in Catering or cooking from a recognized government Institute or reputed Hotel. Note: <p>The Departmental Mess Helper with at least 5 years regular service and possessing the above qualification may also be considered for the post. In case he is selected his appointment will be treated as promotion.</p>
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment. Note: <p>The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹²⁹</p>
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	As at Sl. No. 7 above.

¹²⁹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Head Grounds man
2.	No. of Posts	01
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years, if Direct Recruitment is made
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Not Applicable
8.	Period of probation (if, any)	One Year , if Direct Recruitment is made.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Amongst the Grounds Man working in the pay scale of Level 01 with minimum period of 5 years regular service in the cadre.



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1.	Name of Post	Junior Assistant (Stores) (Erstwhile post of Assistant Store Keeper in Engineering Department)
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: ¹³⁰ # 1. Senior School Certificate Examination under 10+2 Examination with Commerce or Science group or a degree in Commerce or Science. 2. At least 2 years' experience in handling large scale engineering stores and equipment in government/semi-government body/reputed commercial establishment. 3. Having a typing speed of 40 w.p.m. in English Typewriting through computer. Desirable: 1. Degree/Diploma in materials management. 2. ITI Certificate in Civil/Electrical/Electronics. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹³¹
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment:
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹³⁰ Amended by E.C. vide resolution no. EC(4).-16.1.2009 in pursuance of MHRD letter no. 1-32/2006.U.II/U.I(ii) dated 31st December, 2008

¹³¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Junior Assistant (Network Cable) for Computer Centre¹³² (01 Erstwhile post of Junior Mechanic (Computer Centre))
2.	No. of Posts	01
3.	Classification	Group C, excadre
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Senior School Certificate Examination under 10+2 Examination with Science. 2. At least 2 years' experience in handling large networks. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹³³
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment:
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

¹³² Proposed by committee

¹³³ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Junior Assistant (AC) for Computer Centre 01 Erstwhile post of Junior Mechanic (Store) ¹³⁴
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Senior School Certificate Examination under 10+2 Examination with Science. 2. Certificate of Electrician License issued by competent authority. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹³⁵
8.	Period of probation (if, any)	01 year for Direct recruitment.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹³⁴ Proposed by committee

¹³⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Junior Works Assistant (Engineering Service)¹³⁶ (Erstwhile post of Wireman, Asst. Wireman, Mason, Asst. Mason, Pipe fitter, Asst. Pipefitter, Operator E&M, Asst. Pump Operator, Carpenter, Asst. Carpenter, Meter Reader)
2.	No. of Posts	16+10+06+05+06+04+07 +05 +02+02 = 63
3.	Classification	Group C
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years.
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. ITI Certificate in relevant trade from a recognized institution. 3. 05 experience in relevant field Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹³⁷
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion failing which by Direct Recruitment:
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion From amongst Engineering Attendant with 05 years of service.

¹³⁶ Proposed by committee

¹³⁷ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Multi Tasking Staff (erstwhile Daftry, Gestetner -cum-Photocopy Operator, Office Attendant, Sanitary guide, Sorter)
2.	No. of Posts	62+17+215+10+1=373
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	10 th pass or ITI equivalent
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by contract/outsource ¹³⁸
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

¹³⁸ Amended vide E.C. Resolution No. 24 (45) dated 28.05.2015



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1.	Name of Post	Library Attendant
2.	No. of Posts	122
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential:</p> <ol style="list-style-type: none"> 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. Certificate in Library Science/Library & Information Science from a recognized Institution. <p>Desirable: Computer as a subject at Secondary level or Basic course in Computers from any Institution.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. 2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media. 3. Assist in Opening / Closing of the Library; 4. Manning the Check Point/ Property Counter; 5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library. 6. Arrangement of chairs, tables in respective units, sections and in the reading halls. 7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc. 8. Library services for users with special needs; 9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other



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		<p>media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.</p> <p>10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;</p> <p>11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.</p> <p>12. Searching out the damaged books and periodicals, mending them and preparing them for binding;</p> <p>13. Pasting of bar code labels and magnetic strips on books, periodicals etc..</p> <p>14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.</p> <p>15. Collection of parcels from Rail, Road and Air etc.</p> <p>16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messengers job etc.)</p> <p>17. Attending holiday and weekend and shift duties.</p> <p>18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.</p>
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100% by Direct Recruitment</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹³⁹</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

¹³⁹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Engineering Attendant¹⁴⁰ (Erstwhile Electric Khalasi, Beldar, Helper to Store)
2.	No. of Posts	22+33+02 = 57
3.	Classification	Group C
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. ITI Certificate in relevant trade from a recognized institution. Desirable: Computer as a subject at Secondary level or Basic course in Computers from any Institution.
11.	Period of probation (if, any)	01 year.
12.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁴¹
13.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁴⁰ Grouped as Proposed by committee

¹⁴¹ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Health Attendant¹⁴² (erstwhile Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner)
2.	No. of Posts	8+12+3+1=24
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 10 th pass or ITI equivalent and having experience in healthcare management. ¹⁴³
8.	Period of probation (if, any)	01 year for Direct Recruitment
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % Direct Recruitment Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁴⁴
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁴² Grouped Proposed by committee

¹⁴³ Notification no. Estab II(i)/RRs/ 2012 Dated 16th July 2017.

¹⁴⁴ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Animal Attendant
2.	No. of Posts	06
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. 10th class pass or its equivalent examination from a recognized school or institution. 2. At least 3 years work experience in research projects/Animal House of University/Research Establishment. Desirable: 1. Secondary or Senior Secondary School Certificate with science one of the subject.
8.	Period of probation (if, any)	01year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment or contract basis. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁴⁵
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁴⁵ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	MTS-Farash and Mali
2.	No. of Posts	33+68*(to be outsourced)
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Level 01 (When outsourced the pay will be as per contract)
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Not Applicable
8.	Period of probation (if, any)	Non Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Through outsourced
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



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1.	Name of Post	Grounds Man
2.	No. of Posts	11
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. 10 th class pass or its ITI equivalent ¹⁴⁶ 2. Should possess sound health and keen interest in sports activities. Desirable: 1. Certificate of participation in Sports at school level.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or contract basis. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁴⁷
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁴⁶ Notification no. Estab II(i)/RRs/ 2012 Dated 16th July 2017.

¹⁴⁷ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Head Security Guard (Havaladar)
2.	No. of Posts	15
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion: Promotion: Among the Security Guard working in the pay scale of Level 01 with at least five years' experience in the cadre and having satisfactory work and conduct certificate furnished by the Security Officer or Estate Officer. There should not be any adverse entry or punishment imposed on the person for the last five years.



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1.	Name of Post	Computer Laboratory Attendant
2.	No. of Posts	For Colleges only
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Upto 27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: Should have passed Matriculation (10 th) or an equivalent examination with science subjects from recognized board. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁴⁸ The existing incumbents as on date of the notification of the Schedule shall continue to remain in their respective department till their promotion as Laboratory Assistant in the common cadre. Computer Laboratory shall also perform all duties of MTS in their respect laboratories.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁴⁸ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Laboratory Attendant
2.	No. of Posts	144+30 Posts (sanctioned under OBC expansion grant)=172*
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	<p>Essential: Should have passed 10th or an equivalent examination with science subjects from recognized board.¹⁴⁹</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.¹⁵⁰</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ul style="list-style-type: none"> (i) Assisting in opening and closing of the premises. . (ii) Manning the entry points/check points/property counter of the laboratory. (iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean. (iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office. (v) Shelving instruments, books, documents, displays etc. and arranging items in designated places. (vi) Assisting in stock verifications, searching equipment, documents etc. (vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc. (viii) Preparation of documents (including typing and formatting) using computer.

¹⁴⁹ Notification no. Estab II(i)/RRs/ 2012 Dated 16th July 2017.

¹⁵⁰ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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		<p>(ix) Assisting in maintaining records, documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.).</p> <p>(x) Participation in examination related duties.</p> <p>(xi) Participating in the movement of equipment (including chemicals/raw materials/radioactive substance as per the instructions, office documents, examination materials etc. Filling, lifting and placing of Liquid Nitrogen/Helium/Chemical containers. Loading and unloading of items from vehicles.</p> <p>(xii) Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.</p> <p>(xiii) Undergoing inhouse/central training for laboratory/office works as per instructions.</p> <p>(xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. within and outside the university. Fetching drinking water for users.</p> <p>(xv) Maintaining the safety and security of the laboratory/office.</p> <p>(xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)</p> <p>(xvii) Attending holiday, weekend and shift duties as per instructions.</p> <p>(xviii) All other such jobs and duties as the case may be that are assigned from time to time.</p>
8.	Period of probation (if, any)	One year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable
(*) Distribution of posts are given below:		



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Distribution of posts for Laboratory Attendant		
Department	No. of Posts	Remarks
Physics	29	This includes erstwhile 02 posts of workshop mate and attendant AC refrigeration
Botany	17	
Chemistry	32	This includes erstwhile 02 posts of mate
Zoology	20	
Geology	08	This includes erstwhile 02 posts of field attendant
O.R.	02	
Mathematical	01	
Computer Science	04	
Anthropology	09	
A.C.B.R.	08	This includes 01 post of cell culture room attendant
Environmental Science	03	
CIC	01	
Plant Molecular Biology	04	Plant Growth Room Attendant
Electronic Science	04	
BioChemistry	01	
Microbiology	01	
Genetics	01	
Statistics	03	
CEMDE	02	This includes 01 post of field attendant
Music	01	Music Attendant
History	01	This includes erstwhile 01 post of LA (Museum)
Faculty of Inter Disciplinary & Applied Sciences	09	
East Asian Studies	02	
Psychology	02	
Linguistic	01	
Geography	01	
Engineering	01	Attendant AC refrigeration
Education	03	Erstwhile 02 posts of workshop attendant and 01 post of attendant (Art Room and Visual)
USIC	01	
Total	172	



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1.	Name of Post	Mess Helper
2.	No. of Posts	02
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. 10 th class pass or its equivalent examination from a recognized school or institution. ¹⁵¹ Desirable: Certificate course or practical training in Catering from a recognized or reputed institute/Hotel.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or contract basis. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁵²
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁵¹ Notification no. Estab II(i)/RRs/ 2012 Dated 16th July 2017.

¹⁵² Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Receptionist (Erstwhile post of Junior Receptionist)
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: <ol style="list-style-type: none">¹⁵³Candidates possessing graduation from a recognized University with pleasing personality and good public relations skills.Fluent in English and Hindi an ability to handle visitors and telephone calls.Having a typing speed of 40 w.p.m. in English Typewriting through computer. Desirable: <ol style="list-style-type: none">Diploma or certificate course in Hospitality management/Public Relations.Diploma in Office Management and Secretarial.
8.	Period of probation (if, any)	01 year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment or short term contract basis. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁵⁴
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁵³ Word Female removed

¹⁵⁴ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	Room Bearer (University Guest House)
2.	No. of Posts	04
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: <ol style="list-style-type: none">10th class pass or its ITI equivalent from recognized school or institution¹⁵⁵.Should possess sound health, pleasing personality and clean habits. Desirable: <ol style="list-style-type: none">Certificate course or practical training in House keeping or Catering from a recognized or reputed institute/Hotel.Knowledge of one of the regional languages in addition to Hindi and/or English.Experience of Room Boy in a reputed Hotel or Guest House.
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or contract basis. Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. ¹⁵⁶
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁵⁵ Notification no. Estab II(i)/RRs/ 2012 Dated 16th July 2017.

¹⁵⁶ Reference E. C. Resolution No. 28 dated 2.02.2017/07.03.2017



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1.	Name of Post	MTS-Safai-Karamchari
2.	No. of Posts	112*(to be outsourced)
3.	Classification	Group C
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 10 th Class pass or ITI equivalent from recognized school or institution. ¹⁵⁷
8.	Period of probation (if, any)	01 year.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On outsource basis (through an agency) ¹⁵⁸
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁵⁷ Notification no. Estab II(i)/RRs/ 2012 Dated 16th July 2017.

¹⁵⁸ Amended vide E.C. Resolution No. 24 (45) dated 28.05.2015



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1.	Name of Post	Security Guard
2.	No. of Posts	185*(to be outsourced)
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment as per UGC Regulations	Essential: 1. 10 th class Pass or its equivalent from a recognized school or an equivalent examination from Armed Forces. ¹⁵⁹
8.	Period of probation (if, any)	01 year
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On outsource basis (through an agency) ¹⁶⁰
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable

¹⁵⁹ Notification no. Estab II(i)/RRs/ 2012 Dated 16th July 2017.

¹⁶⁰ Amended vide E.C. Resolution No. 24 (45) dated 28.05.2015



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APPENDIX TO SCHEDULE RECRUITMENT RULES (NON TEACHING EMPLOYEES) 2018



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Appendix-1 to Schedule

COMPOSITION OF SELECTION COMMITTEES FOR DIRECT RECRUITMENT/OPEN SELECTION

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Deputy Registrar/ Assistant Registrar or equivalent posts	<ul style="list-style-type: none"> • Vice Chancellor – Chairperson • Pro – Vice Chancellor • Treasurer • Registrar • Controller of Exams/Dean (Exams) • Two members from the Executive Council nominated by the Vice Chancellor • One External Expert to be nominated by the Vice-Chancellor • One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> • Chairperson, Governing Body - Chairperson • One member of Governing body • One Expert nominated by Dean of Colleges or Director, SDC • Registrar or nominee • Finance Officer or nominee • Principal of the College or Head of the Institution • Representative from SC/ ST/ OBC/ PH category
2.	Group A Ministerial/ Technical/ Medical posts	<ul style="list-style-type: none"> • Vice Chancellor – Chairperson • Pro – Vice Chancellor • Dean of Colleges or Director, SDC • Treasurer or Registrar • One Dean of the Faculties from the relevant discipline/field • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, as the case may be) • Two Members of the Executive Council nominated by the Vice Chancellor • One External Expert from the relevant field nominated by Vice Chancellor • One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> • Chairperson, Governing Body - Chairperson • One member of Governing body to be nominated by the Chairperson • One Expert nominated by Dean of Colleges/Director South Campus as the case may be. • Registrar or nominee • Finance Officer or nominee • Principal of the College or Head of the Institution • Teacher Incharge of the Subject, if the post is exclusively for the Subject • One representative from SC/ST/OBC/PH category
3.	Group B (Gazette level posts) Ministerial and Technical (only for posts for which	<ul style="list-style-type: none"> • Pro – Vice Chancellor – Chairperson • Registrar • Finance Officer • Controller of Exams/Dean Examination • One Dean among the Faculties to be 	<ul style="list-style-type: none"> • Chairperson, Governing Body - Chairperson • Principal of the College or Head of the Institution • Joint Registrar/Deputy Registrar/ Assistant Registrar/



Note:

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Appendix-2 to Schedule

COMPOSITON OF DEPARTMENTAL PROMOTION COMMITTEE (DPCs)

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Deputy Registrar and equivalent Ministerial and Non Ministerial posts	<ul style="list-style-type: none"> Vice Chancellor or his nominee – Chairperson Registrar Finance Officer Controller of Exams/Dean (Exams) One Dean from amongst the Faculties to be nominated by the Vice Chancellor One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> Chairperson, Governing Body or his nominee – Chairperson Nominee of Dean of Colleges or Director, SDC Principal or Head of the Institution Finance Officer or his nominee Registrar or his nominee One representative from SC/ST/OBC/PH category
2.	All other Group A	<ul style="list-style-type: none"> Pro – Vice Chancellor Dean of Colleges or Director, SDC Registrar One Dean of the Faculties to be nominated by the Chairperson Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, as the case may be) One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> Chairperson, Governing Body – Chairperson Principal of the College or Head of the Institution Nominee of Dean of Colleges or Director, SDC Nominee of Registrar/Finance Officer Teacher Incharge of the Subject, if the post is exclusively for the Subject One representative from SC/ST/OBC/PH category
3.	All Group B Ministerial and Non Ministerial posts	<ul style="list-style-type: none"> Pro-Vice-Chancellor – Chairperson Registrar or Joint Registrar Finance Officer Controller of Exams/Dean (Exams) Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> Principal – Chairperson Nominee of Registrar JR/DR/AR of the University as an expert to be nominated by the Dean of Colleges. Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. Teacher Incharge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library) One representative from SC/ST/OBC/PH category



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4.	Group C Ministerial and Non Ministerial posts	<ul style="list-style-type: none"> • Registrar – Chairperson • Finance Officer or his nominee • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) • Deputy Registrar (Estab.)/Assistant Registrar (Estab) • One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> • Principal – Chairperson • Nominee of Registrar • JR/DR/AR of the University as an expert to be nominated by the Dean of Colleges. • Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. • Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library) • One representative from SC/ST/OBC/PH category
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Note:

1. In case of posts exclusively meant for South Campus, the Director, SDC or his Nominee will invariably be a member of the Selection Committee.
2. At least three persons including the Chairperson but excluding SC/ST/OBC/PH representative present in the meeting shall form the quorum.
3. For Group B (Non-Gazette level posts) and Group C the skill test may be conducted in accordance with Scheme of Examination.



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Appendix-3 to Schedule

COMPOSITION OF COMMITTEE FOR DEPARTMENTAL PROMOTION (LDE), which will examine the eligibility of the candidate, who has cleared the Limited Departmental Test.

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	All Group B (Gazette level posts)	<ul style="list-style-type: none"> JR/DR/AR of the Establishment Non-Teaching - Chairperson JR/DR/AR of the Recruitment Section JR/DR/AR of College Branch JR/DR/AR of the Vigilance Section Nominee of the Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Nominee of Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> Principal – Chairperson JR/DR/AR of University to be nominated by Dean of Colleges Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. One representative from SC/ST/OBC/PH category
2.	Group C (Gazette level posts)	<ul style="list-style-type: none"> JR/DR/AR of the Establishment Non-Teaching- Chairperson JR/DR/AR of the Recruitment Section JR/DR/AR of College Branch JR/DR/AR of the Vigilance Section Nominee of the Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include nominee of the Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) Section Officers of the respective Establishment and Recruitment Sections One representative from SC/ST/OBC/PH category 	<ul style="list-style-type: none"> Principal – Chairperson JR/DR/AR of University to be nominated by Dean of Colleges Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. Section Officer – Administration One representative from SC/ST/OBC /PH category
3.	All Group C Technical posts (Gazette level posts)	<ul style="list-style-type: none"> JR/DR/AR of the Establishment Non-Teaching - Chairperson JR/DR/AR of the Recruitment Section JR/DR/AR of College Branch 	<ul style="list-style-type: none"> Principal – Chairperson JR/DR/AR of University to be nominated by Dean of Colleges Joint Registrar/Deputy Registrar/



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		<ul style="list-style-type: none"> • JR/DR/AR the Vigilance Section • Nominee of the Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include nominee of the Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) • Section Officers of the respective Establishment and Recruitment Sections • One representative from SC/ST/OBC/PH category 	<p>Assistant Registrar/ Administrative Officer of the College or Institution concerned.</p> <ul style="list-style-type: none"> • Section Officer – Administration • One representative from SC/ST/OBC/PH category
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Note:

1. In case of posts exclusively meant for South Campus, the Director, SDC or his Nominee will invariably be a member of the Selection Committee.
2. At least three persons including the Chairperson but excluding SC/ST/OBC/PH representative present in the meeting shall form the quorum.
3. For Group B (Non-Gazette level posts) and Group C the skill test may be conducted in accordance with Scheme of Examination.



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Appendix-4 to Schedule

Nomenclature and Pay Scales

S. No.	Name of Group/ Nomenclature	Pay (As per VII Pay Commission matrix)
	Group-A	
1.	Registrar	Level 14
2.	Finance Officer	Level 14
3.	Controller of Examinations	Level 14
4.	Director, DHMI	Level 14
5.	Director, DUCC	Level 14
6.	Director, NCWEB	Level 14
7.	Chief Engineer	Level 14
8.	Chief Medical Officer	Level 14
9.	Joint Registrar	Level 13
	Group-A	
10.	Internal Audit Officer	Level 12
11.	Joint Director, DHMI	Level 12
12.	Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examination	Level 12
13.	Radiological Safety Officer	Level 12
14.	Senior System Programmer/Senior System Analyst/ System Manager/Senior Programmer	Level 12
15.	Executive Engineer (Civil/Electrical)	Level 11
16.	Assistant Registrar/Administrative Officer	Level 10
17.	Statistical Officer	Level 10
18.	Assistant Internal Audit Officer	Level 10
19.	Assistant Director, DHMI	Level 10
20.	Programmer/System Analyst/ System Programmer	Level 10



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21.	Technical Officer	Level 10
22.	Medical Officer	Level 10
23.	Medical Officer (Dentistry)	Level 10
24.	Medical Officer (Pathology)	Level 10
25.	Medical Officer (Radiology)	Level 10
26.	Veterinarian	Level 10
27.	Manager (Press)	Level 10
28.	Manager (International Guest House)	Level 10
	Group-B	
29.	Section Officer	Level 07
30.	Senior Personal Assistant	Level 07
31.	Private Secretary	Level 07
32.	Hindi Officer	Level 07
33.	Assistant Engineer (Civil/Electrical/Mechanical)	Level 07
34.	Security Officer	Level 07
35.	Field Worker	Level 07
36.	Yoga Organizer	Level 07
37.	Staff Nurse	Level 07
38.	University Cashier	Level 06
39.	Personal Assistant	Level 06
40.	Hindi Translator	Level 06
41.	Senior Assistant	Level 06
42.	Legal Assistant	Level 06
43.	Professional Assistant	Level 06
44.	Junior Engineer (Civil/Electrical)	Level 06
45.	Senior Technical Assistant	Level 06



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46.	Senior Technical Assistant (Computer)	Level 06
47.	Senior Technical Assistant (German)	Level 06
48.	Physiotherapist	Level 06
49.	Assistant Security Officer	Level 06
50.	Assistant Manager, Guest House	Level 06
51.	Horticulturist	Level 06
52.	Social Worker	Level 06
53.	X-Ray Technician	Level 06
	Group-C	
54.	Hindi Assistant	Level 05
55.	Sports Coach	Level 05
56.	Technical Assistant	Level 05
57.	Technical Assistant (Computers)	Level 05
58.	Assistant Archivist	Level 05
59.	Technical Assistant (Music)	Level 05
60.	Pharmacist	Level 05
61.	Semi Professional Assistant	Level 05
62.	Assistant	Level 04
63.	Assistant (Store)	Level 04
64.	Stenographer	Level 04
65.	Electrician	Level 04
66.	Sanitary Inspector	Level 04
67.	Senior Garden Supervisor	Level 04
68.	Tabla Accompanists	Level 04
69.	Pakhawaj Player	Level 04
70.	Sarangi Accompanists	Level 04



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71.	Violin Accompanists	Level 04
72.	Mridangam Accompanists	Level 04
73.	Harmonium Accompanists	Level 04
74.	Tanpura Accompanists	Level 04
75.	House Keeper (Exist only in Hostels)	Level 04
76.	Laboratory Assistant	Level 04
77.	Salesman, DHMI	Level 04
78.	Works Assistant	Level 03
79.	Library Assistant	Level 03
80.	Junior Assistant	Level 02
81.	Junior Assistant (Russian)	Level 02
82.	Despatch Rider	Level 02
83.	Telephone Operator	Level 02
84.	Driver (Ordinary Grade)	Level 02
85.	Cook	Level 02
86.	Head Grounds Man	Level 02
87.	Junior Assistant (Store)	Level 02
88.	Junior Assistant (Network Cable)	Level 02
89.	Junior Assistant (AC)	Level 02
90.	Junior Works Assistant (Engineering Services)	Level 02
91.	MTS (erstwhile Daftry, Gestetner -cum- Photocopy Operator, Office Attendant, Mali, Sanitary guide, Sorter)	Level 01
92.	Library Attendant	Level 01
93.	Engineering Attendant	Level 01
94.	Health Attendant (erstwhile Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner)	Level 01



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95.	Animal Attendant	Level 01
96.	MTS-Farash	Level 01
97.	Grounds Man	Level 01
98.	Head Security Guard (Havaladar)	Level 01
99.	Computer Laboratory Attendant	Level 01
100.	Laboratory Attendant	Level 01
101.	Mess Helper	Level 01
102.	Receptionist	Level 01
103.	Room Bearer	Level 01
104.	MTS-Safai-Karamchari	Level 01
105.	Security Guard	Level 01



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Matrix as per 7th Pay Commission

Appendix-5 to Schedule

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600						
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400							
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500							
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900							
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500							
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200							
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100							
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200							
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400								
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000								
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700								
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600								
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700								
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500									



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Appendix – 6 to Schedule

Scheme of Examination for the posts included in Schedule (As applicable).

6.1 Scheme of Examination for Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

6.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
MCQ Type (150 questions) Paper I	Time: 2 hours*	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type Paper II	Time: 2 hours*	Max. marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			450 marks

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

II. Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			300

III. Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India



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and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.



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Application of Information Communication Technology (ICT) and other modern technologies in the University system.

IV. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.1.2. Scheme of Examination for promotion to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts in the common cadre of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by Promotion:

I. Scheme of the Examination:

Written Test			Service Records	Interview	Total Marks
Details of Paper	Time	Max.Marks	Max.Marks	Max.Marks	
Paper-I (Objective) (75 Questions)	01hour 30 minutes*	75	60	140	
Paper-II (Descriptive)	02 hours 30 minutes*	125			
Total		200	60	140	400
Weightage for final score		50%	15%	35%	100%

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

II. Written Test Components

Components	NO. OF QUESTIONS	MARKS	Duration
Paper-I: General Studies	75	75	01hour 30 minutes
Paper-II University Administration	-	125	02 hours 30 minutes
TOTAL		200	

III. Syllabus:

Paper-I: General Studies

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, Constitution of India, Organization of the machinery of the Government of India, and University of Delhi,



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Subject of interest and importance on the present day relating to educational policy of the Government of India and its regulatory bodies.

Paper-II: University Administration

The candidates are expected to have the knowledge of the following rules:-

- i. The University Non-Teaching Employees (Terms & Conditions) of Service.
- ii. The Delhi University Act, Statutes and Ordinances.
- iii. Governance of Colleges.
- iv. Regulations related to various University Examinations and courses of study.
- v. The Recruitment Rules (Non Teaching Employees), 2008.
- vi. Fundamental and Supplementary Rules.
- vii. Central Civil Services (CCA) Rules.
- viii. Reservations and Concessions for SC, ST, OBC, PH etc.
- ix. General Financial Rules.
- x. CCS (Leave) Rules.
- xi. Budget and Accounts.
- xii. The Right to Information Act.
- xiii. The Public Premises (Eviction of Unauthorized Occupants) Act.

The following Books/websites may be helpful to the candidates for the purpose of examination-

- (1) The Constitution of India.
- (2) India Year Book published by the Publications Division, Govt. of India.
- (3) The University Calendar (Volume-I & II).
- (4) Fundamental and Supplementary Rules (Swamy's compilation).
- (5) The Central Civil Services (Classification, Control and Appeal) Rules, 1965 (Swamy's compilation).
- (6) Compilation of General Financial Rules (Revised and Enlarged) (Swamy's latest edition).
- (7) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
- (8) Manual on Establishment and Administration (Swamy's compilation)
- (9) Reservations and Concessions for SC, ST, OBC, PH etc. (Swamy's compilation)
- (10) Annual Reports of the University.
- (11) Websites of University of Delhi, MHRD, DoPT, Ministry of Finance, Parliament of India and Regulatory Bodies on Higher Education

IV. Service Record

Service Record would be indicated by the ACR/APAR for the preceding three years.



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V. Personality Test/Interview

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper for the written test 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 minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable) for the two papers taken together.
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. Merit would be drawn on the basis of result of the written test, service record and personality test and the prescribed weightages prescribed for them.
5. The personality test and assessment of service record would be done by the Committee prescribed in the Appendix to the Recruitment Rules for Promotion to the post.
6. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.



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6.2 Ministerial Posts:

6.2.1 Scheme of Examination for Direct Recruitment to the post of Section Officer

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

A. Scheme of the Examination:

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

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

B. Test components:

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

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	200

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



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

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

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

(iv) Test of English or Hindi:

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

Paper - II:

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

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



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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/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit 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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6.2.2 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:

A. Scheme of the Examination:

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

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

B. Test components:

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

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	200

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



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

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

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

(iv) Test of English or Hindi:

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

Paper - II:

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

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



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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/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit 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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6.2.3. 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 Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	2 hours*	150
Total Marks			450

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

B. Test components:

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

Paper-II	TEST COMPONENTS	DURATION: 2 hours	
		MARKS	
	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



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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:

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

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

Note:

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



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3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Paper I and Paper II separately. The Merit shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.2.4 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			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1 hour	100
Total Marks			300

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

B. Test components:

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

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

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.



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C. Syllabus:

Paper I:

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

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

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

(iv) **Test of English or Hindi:**

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

Paper – II:

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

Skill Test:

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.



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5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit 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.



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6.2.5 Scheme of Examination for Direct Recruitment for the post of MTS

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of MTS

A. Scheme of Examination:

Written Test		
Paper – I (MCQ Type) (100 questions)	Time: 2 hrs.*	Max. Marks: 200 marks
Total Marks		200 marks

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

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTION S	MARKS
(i)	General awareness	25	50
(ii)	Reasoning ability	25	50
(iii)	Mathematical ability	25	50
(iv)	Test of Language English or Hindi	25	50
	TOTAL	100	200

B. Syllabus:

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

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

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



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(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.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for written test will be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Written test to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify the 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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6.2.6 Scheme of Examination for Limited Departmental Examination for the post of Section Officer

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Section Officer** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

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 minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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6.2.7 Scheme of Examination for Limited Departmental Examination for the post of Senior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

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 minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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6.2.8 Scheme of Examination for Limited Departmental Examination for the post of Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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6.2.9 Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Junior Assistant** through limited departmental exams.

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2hours	100 marks (100 questions)
Paper-II	Essay in English or Hindi	1 hour	100
Total Marks			200

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
	TOTAL	100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay in English or Hindi	100
	TOTAL	100

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test*	Qualifying speed shall be 30 words per minute, which will tested on a computer (PC).

*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.



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Exemption from qualifying the typing test:

The genuine attempts for exemption from qualifying the typing test on computer after attaining the age of 45 years for the purpose of promotion to the post of Junior Assistant under 25% quota reserved for Multi Tasking Staff (erstwhile Group-D employees) will be determined as follows-

“A minimum typing speed of 15 w.p.m on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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6.2.10 Scheme of Examination for Limited Departmental Examination for the post of Senior Personal Assistant

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Personal Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

B. Skill Test Norms

- Dictation: 10 mts @ 100 w.p.m.
- Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
- Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
- The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
- The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
- A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
- The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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6.3. Technical Posts:

6.3.1 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) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General science#	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40
(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	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.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

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

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

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

(v) Test of Language English or Test of Language Hindi:

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

C. Paper - II: Subject specific laboratory based practical questions.

The paper will cover the following areas:

Topic	Marks allocated
<ul style="list-style-type: none">• 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)



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.

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit 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.



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6.3.2 Scheme of Examination for Direct Recruitment for the post of TECHNICAL ASSISTANT

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

A. Scheme of Examination:

Written Test		
Paper -I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science#	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical 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.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(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 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.

(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.

Topic	Marks allocated
<ul style="list-style-type: none">• 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)



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D. Skill Test:

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

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of 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/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated, only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if, the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit 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.



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6.3.3 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		
Paper – I (MCQ) General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science#	60	120
(ii)	General Awareness	20	40



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(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 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.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(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:



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Topic	Marks allocated
<ul style="list-style-type: none">• 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:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit 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.



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6.3.4 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) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

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

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science#	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	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.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)



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

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

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

(v) Test of Language English or Test of Language Hindi:

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if, a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
5. Merit 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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6.3.5 Scheme of Examination for Limited Departmental Examination for the post of SENIOR TECHNICAL ASSISTANT

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

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- graduate)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

B. Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology and Electronic Science and Computer Science Departments.

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.

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

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.



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4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.3.6 Scheme of Examination for Limited Departmental Examination for the post of TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **TECHNICAL ASSISTANT** through limited departmental exams.

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- class XII)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology and Electronic Science and Computer Science Departments.

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.

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

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.



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4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.3.7 Scheme of Examination for Limited Departmental Examination for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **LABORATORY ASSISTANT** through limited departmental exams.

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- class X)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

B. Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology and Electronic Science and Computer Science Departments.

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.

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

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule



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5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.4. Library Posts:

6.4.1 Scheme of Examination for Direct Recruitment to the post of Professional Assistant

The following shall be the scheme of Examination. Components of written test and its syllabus for recruitment to the post of Professional Assistant by direct recruitment:

A. Scheme of the Examination:

Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library System etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50



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(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.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

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

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

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

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

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

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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D. Skill Test:

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

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

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

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below: Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
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 shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit 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.



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6.4.2 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		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

*15 minutes extra per minute would be given to Visual Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	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.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(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



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

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

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

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

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

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.



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



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6.4.3 Scheme of Examination for Direct Recruitment to the post of Library Assistant

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

A. Scheme of Examination:

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

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

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

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(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



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

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

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

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

C. Paper - II: Library Automation & Library Awareness.

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

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.



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



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6.4.4 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		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

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

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.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(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





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6.4.5 Scheme of Examination for Limited Departmental Test for Promotion of Library Attendant to Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Attendant to Library Assistant through limited departmental exams:

An **objective type** paper of two hours (02 hrs.) duration with maximum of 100 marks, which include Library questions.

The **Multiple Choice Questions** shall judge the knowledge of Library Science for promotion to post of Library Assistant.

Out of **100 questions**, 40 questions should be related to the duties of Library Assistant, with options from Acquisition, processing & circulation, specific post for which the promotions are to be considered by the department, 20 questions of General Knowledge, 20 questions of English and 20 questions of Mathematical abilities.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.4.6 Scheme of Examination for Limited Departmental Test for Promotion of Library Assistant to Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Assistant to Semi Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper – I Library Operations etc.	Time: 2hrs.*	Max. Marks: 150 marks
Total Marks (150)		150 marks

*15 minutes extra per minute would be given to Visual Handicapped and Cerebral Palsy candidates.

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

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages 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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.4.7 Scheme of Examination for Limited Departmental Test for Promotion of Semi Professional Assistant to Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Semi Professional Assistant to Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Paper – I Library System etc.	Time: 2 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (150)		150 marks

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

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

Topic	Marks allocated
<ul style="list-style-type: none"> Knowledge and application of Library and Information Science Procedures, rules & Regulations. Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. 	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

C. Skill Test:

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

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



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

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:
Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test in being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.5 Engineering Posts

6.5.1 Scheme of Examination for Direct Recruitment to the post of Assistant Engineer (Civil)

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

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 1 hours	Max. marks allowed: 100 marks
Paper-II (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 100 marks
Total Marks		200 marks

Syllabus for the above papers will be as follows:

1. Surveying

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS & GPS.

2. Construction materials &Practice

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

Classification of Buildings as per NBC, Site investigation for foundation as per NBC – Trial Pit and auger boring, classification of foundations, construction of spread footing and well foundation; Stone and Brick masonry types and principles of construction; Doors and Windows – types fittings and fastenings, types and functions of Lintels, Sunshades and Roofs, Flooring – Construction and types of material; Types of Stairs; Scaffolding; Types of Plastering, Pointing painting and white / Colour Wash.

3. Engineering Mechanics and Strength of materials

Forces- types of forces, Parallelogram, Triangle and Polygon Law of Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law –stress strain diagram, working strength elastic constants, Poisson's ratio, Relationship between elastic constants, compound rods, temperature stresses, strain energy, proof resilience, impact loading; Shear force and bending moment diagrams for simply supported, over hanging and cantilever beams, relation between intensity of loading, Shear force and bending moment; Theory of simple bending, modulus of section, moment of resistance,



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distribution of shear stress in rectangular, circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, simple built-up columns; Analysis of dam and retaining walls; Simple plane and pin-jointed trusses, Stresses by method of joints and method of sections.

4. Hydraulics

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venture metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

5. Quantity Surveying

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works as per Indian Standards; General Specifications – earth work, brick / stone masonry in cement mortar, RCC, plastering in cement mortar, Floor finishes with ceramic tiles and marbles, white washing. Colour washing; Standard schedule of rates, lead and lift preparation of lead statement; Computation of earth work – Mid-ordinate, mean Sectional area, Trapezoidal method, Prismoidal Rule; Approximate estimate-Plinth area and cubic rate estimate.

6. Design of Structures (RCC and Steel)

RCC structures: Design philosophies- principles and concepts of working stress method and limit state method, loads and permissible stresses, IS specification, analysis and design-rectangular beam, slab, T-beam, column, footing and stair case.

Steel Structures: Properties of steel section, loads and permissible stresses, IS specifications, Analysis and design- welded joints, beam, column, base tension member; Design of roof truss.

7. Irrigation Engineering

Definition, Duty, delta, base period, rainfall and its measurement, factors affecting runoff methods of computing maximum flood discharge; Classification of head works, component parts of a weir and barrage, factors influencing selection of site –reservoirs and dams; Classification of canals, canal lining, cross drainage works; Soil erosion, water logging, soil water plant relationship; Necessity of irrigation - advantages and disadvantages, irrigation methods.

8. Environmental Engineering

Basics of ecosystem, water supply scheme; Sources of water; Conveyance of water – pipes, joints and laying; Testing of water, drinking water standards; Treatment of water, Distribution of water; Water supply connection to a building.



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Quantity of sewage, surface drains, design of sewers running half full, limiting velocities; laying of sewers, sewage, sewer appurtenances; Collection of sewage samples, characteristics of domestic and industrial sewage-BOD, COD; Sewage treatment, septic tank & soak pit, sewage disposal-dilution and sewage farming; House drainage arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

9. Transportation Engineering

Alignment of roads-plain and hilly terrain, surveys; Cross section of road structure, width of pavement, Chamber, Gradient, Super elevation, Transition curves, horizontal and vertical alignment; Pavement making, traffic signs, traffic islands.

Types of soil, classification of soil-Textural IS Classification, physical properties-plasticity, cohesion, consolidation, compaction, permeability, compressibility, soil moisture content, specific gravity, density; Bearing capacity of soil

Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit shall be drawn on the basis of combined scores of the two papers.
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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6.5.2 Scheme of Examination for Direct Recruitment to the post of Assistant Engineer (Electrical)

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

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 1 hours	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 100 marks
Total Marks		200 marks

Syllabus for the above papers will be as follows:

1. Electrical Circuits

KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.

2. Electrical Measurements

Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital volt-meters, phase, frequency measurements, Q-meters, oscilloscopes

3. Control Systems

Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design

4. Analog and digital electronics

Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers, oscillators, combinational and sequential logic



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circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

5. Electrical Machines

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

6. Power Systems

Basic power generation concepts, transmission line models and performance, Under-ground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

7. Utilization

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

8. Power Electronics and Drives

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives

Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.



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2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit shall be drawn on the basis of combined scores of the two papers.
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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6.5.3 Scheme of Examination for Direct Recruitment to the post of Junior Engineer (Civil)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Engineer (Civil)** by the direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours	Max. marks Allowed: 100 marks
Total Marks		200 marks

Syllabus for the above papers will be as follows:

1. Surveying

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS &GPS

2. Construction materials &Practice

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

Classification of Buildings as per NBC, Site investigation for foundation as per NBC – Trial Pit and auger boring, classification of foundations, construction of spread footing and well foundation; Stone and Brick masonry types and principles of construction; Doors and Windows – types fittings and fastenings, types and functions of Lintels, Sunshades and Roofs, Flooring – Construction and types of material; Types of Stairs; Scaffolding; Types of Plastering, Pointing painting and white / Colour Wash.

3. Engineering Mechanics and Strength of materials

Forces- types of forces, Parallelogram, Triangle and Polygon Law of Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law –stress strain diagram, working strength elastic constants, Poisson's ratio, Relationship between elastic constants, compound rods, temperature stresses, strain energy, proof resilience, impact loading; Shear force and bending moment diagrams for simply supported, over hanging and cantilever beams, relation between intensity of loading, Shear force and bending moment; Theory of simple bending, modulus of section, moment of resistance, distribution of shear stress in rectangular, circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, simple built-up columns; Analysis of dam and retaining walls; Simple plane and pin-jointed trusses, Stresses by method of joints and method of sections.



4. Hydraulics

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venture metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

5. Quantity Surveying

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works as per Indian Standards; General Specifications – earth work, brick / stone masonry in cement mortar, RCC, plastering in cement mortar, Floor finishes with ceramic tiles and marbles, white washing. Colour washing; Standard schedule of rates, lead and lift preparation of lead statement; Computation of earth work – Mid-ordinate, mean Sectional area, Trapezoidal method, Prismoidal Rule; Approximate estimate-Plinth area and cubic rate estimate.

6.Design of Structures (RCC and Steel)

RCC structures: Design philosophies- principles and concepts of working stress method and limit state method, loads and permissible stresses, IS specification, analysis and design-rectangular beam, slab, T-beam, column, footing and stair case.

Steel Structures: Properties of steel section, loads and permissible stresses, IS specifications, Analysis and design- welded joints, beam, column, base tension member; Design of roof truss.

7. Irrigation Engineering

Definition, Duty, delta, base period, rainfall and its measurement, factors affecting runoff methods of computing maximum flood discharge; Classification of head works, component parts of a weir and barrage, factors influencing selection of site –reservoirs and dams; Classification of canals, canal lining, cross drainage works; Soil erosion, water logging, soil water plant relationship; Necessity of irrigation - advantages and disadvantages, irrigation methods.

8. Environmental Engineering

Basics of ecosystem, water supply scheme; Sources of water; Conveyance of water – pipes, joints and laying; Testing of water, drinking water standards; Treatment of water, Distribution of water; Water supply connection to a building.

Quantity of sewage, surface drains, design of sewers running half full, limiting velocities; laying of sewers, sewage, sewer appurtenances; Collection of sewage samples, characteristics of domestic and industrial sewage-BOD, COD; Sewage treatment, septic tank & soak pit, sewage disposal-dilution and sewage farming; House drainage arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.



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9. Transportation Engineering

Alignment of roads-plain and hilly terrain, surveys; Cross section of road structure, width of pavement, Chamber, Gradient, Super elevation, Transition curves, horizontal and vertical alignment; Pavement making, traffic signs, traffic islands.

Types of soil, classification of soil-Textural IS Classification, physical properties-plasticity, cohesion, consolidation, compaction, permeability, compressibility, soil moisture content, specific gravity, density; Bearing capacity of soil

Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit shall be drawn on the basis of combined scores of the two papers.
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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6.5.4 Scheme of Examination for Direct Recruitment to the post of Junior Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Engineer (Electrical)** by the direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours	Max. marks Allowed: 100 marks
Total Marks		200 marks

Syllabus for the above papers will be as follows:

1. Electrical Circuits

KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.

2. Electrical Measurements

Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital volt-meters, phase, frequency measurements, Q-meters, oscilloscopes

3. Control Systems

Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design

4. Analog and digital electronics

Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers, oscillators, combinational and sequential logic



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circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

5. Electrical Machines

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

6. Power Systems

Basic power generation concepts, transmission line models and performance, Under- ground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

7. Utilization

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

8. Power Electronics and Drives

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives

Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.



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2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit shall be drawn on the basis of combined scores of the two papers.
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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6.5.5 Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Civil)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Electrical)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		200 marks

C. Syllabus of the above paper will be same as prescribed in para 6.5.1 above

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.5.6 Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Electrical)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		200 marks

D. Syllabus of the above paper will be same as prescribed in para 6.5.2 above

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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6.6 Scheme of Examination for Direct Recruitment for Non-Teaching positions in Department of Music

6.6.1 Accompanist –Tanpura, Violin & Sarangi

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

Syllabus for the above papers will be as follows:

Written Examination:

1. Basic knowledge of the structure and tuning of Tanpura/Sarangi/Violin.
2. Knowledge of the notation systems laid down by Pt. Vishnu Digamber Paluskar and Pt. V.N. Bhatkhande.
3. Definition of Vadi, Samvadi, Anuvadi, Vivadi, Alap.
4. An outline of the history of Indian Music, origin and development of Dhrupad, Khyal & Thumri.
5. Definition of the following: Sangeet, Nada, Swara, Shuddha, Vikrit (Komal, Teevra), Saptak (Mandra, Madhya, Tara), Aarooha, Avaroha, Raga, Laya, Tala, Sama, Tali, Khali, Matras, Avartana.
6. Description of the following Gharanas – Gwalior, Agra, Jaipur and Kirana Gharanas.
7. Description of the Ragas prescribed in the course.
8. Notation writing of a Chhota Khayal/ Drut Gat.

Skill Assessment:

1. Proficiency in any one of the following instruments:

(i) Tanpura (ii) Sarangi (iii) Violin

2. Eight Tala-baddha Alankaras set to different Chhandas.
3. Aarooha, Avaroha, Pakad, Vilambit Khayal & Drut Khayal, Vilambit & Drut gat in the following Ragas: Yaman, Bhairav, Bhupali with elaborations in few Todas.
4. The recitation of Thekas of Teen Taal, Keharwa, Dadra and Jhaptal, taal keeping with hand beats.

Note:



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1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be no negative marking for wrong answers.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.6.2 Karnatak Instrumental Music –Accompanist – Veena & Violin

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

Syllabus for the above papers will be as follows:

Written Examination:

1. Technical terminology – Elementary knowledge of Nada, Sruti, Swara, Swarasthana, Raga, Aroha, Avaroha, Laya , Tala, Anibaddha, Nibaddha
2. Brief Ragalakshana of Mayamalavagaula /Shankarabharana
3. Understanding of basic notation system.
4. Knowledge of different parts of the instrument and basic playing techniques.
5. Technical Terminology – Elementary knowledge of Gamakas, Mela, Janaka –Janya Ragas , Vadi, Samvadi , Anuvadi and Vivadi , Varja ,Vakra, Sampoorana
6. Sooladi SaptaTalas and their five Jatis.
7. Knowledge of Musical forms Namavali, Gitam, Varnam ,Kriti .
8. Ability to write simple notations in AdiTala.
9. Knowledge of brief Raga lakshanas of ragas taught.
10. Important contributions of any two:
Veena: Veena Dhanammal, Karaikudi Brothers, Veena Sheshanna, Mysore Doraiswamy Iyengar

Violin: Rajamanikyam Pillai , Mysore Chowdiah , Tirukodikaval Krishna Iyer, Parur SundaramIyer.

Skill Assessment:

1. Basic Technique of holding the instrument, plucking/ bowing and fingering.
2. Knowledge of 12 Swarasthanas.
3. Acquaintance with three major speeds – Slow (Vilamba), Medium (Madhya), Fast (Druta).
4. Simple Swara exercises – Variation in three speeds.
5. Elementary knowledge of tech terms swara, swarasthana, laya, tala etc.
6. Understanding of different parts of the instrument.
7. Elementary knowledge of tuning Veena/ Violin.
8. One Nottuswara composition of MuthuswamiDikshitar/ Namavali/ or any simple composition in Adi/ RupakaTalam in a Raga of choice.



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9. One simple Geetam and a Simple Varnam in Adi/ RupakaTalam in a Raga of choice.
10. Knowledge of brief raga lakshanas of ragas taught.
11. Contribution of Ragamanikyan Pillai and Tirakodikaval Krishna Iyer, Parun Sundaram Iyer.
12. Understanding of basic notation system.
13. Tuning of Veena/Violin instrument opted for.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be no negative marking for wrong answers.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.6.3 Hindustani Instrumental Music-Accompanist – Harmonium

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief History of Harmonium.
2. Write ten advance Alankars.
3. Drawing sketch of Harmonium with its various parts.
4. Definition of That, Raga, Tala, Naad and its characteristics, Harmony and Melody.
5. Write ten Alankars with finger techniques.
6. Definition of Swar, Saptak, Vadi, Samvadi, Pakad.
7. Description of Ragas prescribed.
8. Write notation of a fast Gat/ Bandish in prescribed Ragas.
9. Notation of Talas with Dugun & Chaugun.

Skill Assessment:

1. Elementary Knowledge of Harmonium, its various parts and various types of Harmoniums and finger techniques.
2. Structural details of Harmonium.
3. Ability to play & write (10) ten Alankars of shuddha&vikritswaras.
4. Ability to write a notation of any fast composition in Bhatkhande's notation system.
5. 15 general alankars with finger techniques in above mentioned ragas.
6. Ability to play fast/Drut compositions with alaap and atleast 10 tanas in one of the following ragas:
 - a) AlhaiyaBilawal
 - b) Bihag
 - c) Malkauns
 - d) Yaman
 - e) Bhupali
 - f) Bhairav
7. Elementary knowledge of shuddha and vikritswaras, saptak, vadi, samvadi, pakad.
8. Ability to play a dhun in Raga Kafi or Khamaj.
9. Elementary knowledge of Chautala, Jhaptala, Dadra, Teentaal, Ektal & Keherwa.



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Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be no negative marking for wrong answers.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.6.4 Karnatak Percussion Music-Accompanist – Mridangam

Scheme of Examination:

Written Examination (Paper I)	Time: 1.5 hours	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

Syllabus for the above papers will be as follows:

Written Examination:

1. Technical terminology –Elementary knowledge of all important terms used in practical lessons taught in SEC I-Tattakaram, Chapu, Meetu, Toppi, Varu, Choru.
2. Understanding the concept of Tala, Laya, Gati
3. Understanding of different parts of the instrument.
4. Understanding of basic notation system.
5. Technical terminology – all terms used in the practical lessons taught in SEC II – Mohra, Pharan, Korvai, Arudi, Jaati, Gati.
6. Sulaadi SaptaTalas with Jaatibhedas
7. Contribution of Palghat Mani Iyer& Palani Subramanya Iyer.
8. Understanding of basic notation system.
9. Elementary knowledge of tuning of Mridangam.

Skill Assessment:

1. Basic technique of holding the instrument, sitting posture and fingering techniques.
2. Knowledge of syllables (Ta, Thi, Thom, Nam, Chapu, Din and Da) and their playing style.
3. Pathavarisaikal – Elementary exercises in three speeds- slow, medium, fast.
4. Thattakaram (Chollukkattu) and its importance in learning Mridangam.
5. Different places in producing the syllables of playing Mridangam such as chapu, Meetu, Toppi etc.
6. Understanding the concept of tala and Laya.
7. Understanding of different parts of the instrument.
8. Basic knowledge of Laya, Gati&SulaadiSaptaTalas with Jaatibhedas.
9. Elementary knowledge of tuning of Mridangam.
10. Acquaintance of playing Adi/ RupakaTalam.
11. Ability to play Paran, Mohra, Korvai, Arudi.
12. Contribution of Palghat Mani Iyer&PalaniSubramanyaIyer.



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13. Understanding of basic notation system.
14. Ability to tune one's own instrument.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be no negative marking for wrong answers.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.6.5 Hindustani Percussion Music- Accompanist – Tabla/Pakhwaj

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief history of Gharanas of Tabla&Pakhawaj.
2. Brief history of Tabla&Pakhawaj.
3. Write the varnas (Bol) of Tabla&Pakhawaj.
4. Write in notation with Thah, Dugun&Chaugun of Jhaptal and Dhamar.
5. Write in notation of Kayada, Rela, Palta, Tihai and ChakradarTukra/ Param in Jhaptal/ Dhamar.
6. Write in notation with Thah, Dugun&Chaugun of Teental/ Chautal.
7. Brief introduction of RupakTala/ TivraTala.
8. Write in Notation with Thah, Dugun&Chaugun of Dadra and Keharva.
9. Write in notation of Kayada, Rela, Palta, Tihai and ChakradaTukra/ Paran in Teental/ Chautal.
10. Write an essay on Vocal and Instrumental Music.
11. Brief introduction of Ektala/Chautala.

Skill Assessment:

1. Demonstration of theka of Jhaptala/Dhamar in Thah, Dugun and Chaugun by the hand beats.
2. Basic Bols (varnas) of Tabla/ Pakhawaj.
3. Two advance Kayadas/Relas with Paltas&Tihai, two simple tukras/Parans, two chakradartukras/Parans inJhaptala/Dhamar.
4. Theka of Teental/ChautaalwithThah, Dugun, Chaugun and keep the theka by hand beats.
5. Playing knowledge of Ektala and Rupak in barabarkilaya/Chautala&Teevra.
6. Knowledge of four Kayadas/Relas ,Paltas and Tihai, One Simple and ChakradarTukra/Paran in Teental/Chautaal.
7. One Kayada each of 'Tirkitataka' and 'Dhirkit' in Teental/Chautaal.
8. Four variation in Keherwa and Dadra Tala.



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9. Elementary knowledge of Keherwa and Dadra Talas/ Tivra&Sooltala.
10. Tuning of Tabla/Pakhawaj.
11. Basic knowledge of vocal and instrumental accompaniment.
12. Elementary knowledge of tuning of Tabla/ Pakhawaj.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be no negative marking for wrong answers.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.6.6 Technical Assistant (Music)

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

Syllabus for the above papers will be as follows:

Written Examination:

1. Knowledge about the structure of the following musical instruments –
 - i. Tanpura
 - ii. Harmonium
 - iii. Tabla
 - iv. Sitar
2. Knowledge about tuning of the following musical instruments –
 - i. Tanpura
 - ii. Tabla
 - iii. Sitar
3. Knowledge about handling and upkeep of musical instruments
4. Knowledge about the sound system and using it.
5. Knowledge of different types of electronic instruments and their usage such as Electronic tanpura, Electronic Tabla, Electronic Lehra player etc.

Skill Assessment:

1. Proficiency in tuning and handling of the following musical instruments -
 - i. Tanpura
 - ii. Sitar
2. Ability to change the strings in the following musical instruments -
 - i. Tanpura
 - ii. Sitar
3. Ability to play the Tanpura.
4. Ability to handle and use electronic instruments
5. Ability to tie frets in fretted instruments.



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Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be no negative marking for wrong answers.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.6.7 Music Attendant

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

Syllabus for the above papers will be as follows:

Written Examination:

1. Knowledge about the structure of the following musical instruments –
 - i. Tanpura
 - ii. Harmonium
 - iii. Tabla/Mridangam
 - iv. Sitar
2. Knowledge about handling (storage, transportation & upkeep) of musical instruments
3. Knowledge about the sound system and using it.
4. Knowledge of different types of electronic instruments and their usage such as Electronic tanpura, Electronic Tabla, Electronic Lehra player etc.

Skill Assessment:

1. Elementary knowledge and handling (storage, transportation & upkeep) of the following musical instruments -
 - i. Tanpura
 - ii. Sitar
 - iii. Harmonium
 - iv. Tabla/Mridangam
2. Ability to change the strings in the following musical instruments -
 - i. Tanpura
 - ii. Sitar
3. Ability to handle and use electronic instruments



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Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be no negative marking for wrong answers.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.7 Miscellaneous Posts not covered above:

6.7.1 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 01, Level 02, Level 03), for example Garden Chowdhary, Work Assistant, Machine Operator, Technician VII, Wireman, Pipefitter, Meter Reader, Work Docker Clerk, Carpenter, Assistant Store Keeper, Telephone Operator, Receptionist, Driver, Dispatch Rider, Caretaker, Junior Mechanic, Assistant Wireman, Assistant Mason, Assistant Pipefitter, Assistant Pump Operator, Balvadi Teacher, Cook, Halwai, Counter Clerk, Senior Program Attendant, Urdu Typist, Binder Grade II, etc
(This will not be applicable to posts which have been marked for outsourcing by the University).

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 10 th Class/ Secondary.	Time: 3 hrs.	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I only.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.7.2 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 04), for example Stenographer, Senior Garden Chowdhary, Proof Reader, Store Assistant, Electrician, Sanitary Inspector, Calligraphist, Technician VI, Programme Assistant, Storekeeper, Junior Mechanic, Salesman etc.

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 12 th Class/ Senior Secondary.	Time: 3 hours	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I only.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.7.3 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 05), for example Statistical Assistant, Hindi Assistant, Assistant Archivist, Sports Coach, Geologist, Mechanic, Projectionist, Instrument Mechanic, Glass Blower, Mechanic – V, Sr. Instrument Mechanic/Maker, Technician – V, Draftsman, Pharmacist, Mast Mechanic, etc.

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of Graduation.	Time: 3 hrs.	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I only.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.7.4 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, University Cashier, 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 Examination:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

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

B. Test components:

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



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Paper-II	TEST COMPONENTS	DURATION: 3 hours
		MARKS
	Descriptive Type	200
	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:



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

D. Skill Test:

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

Note:

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