

**RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI : 110015  
(UNIVERSITY OF DELHI)**

RC/RG/152/2022/02/

Date: 11.01.2022

**Advertisement**

Online applications are invited for the following permanent Non-Teaching Posts of the College.

S. No	Name of the Post	UR	OBC	SC	ST	EWS	PwBD	Total	Upper Age limit	Qualification
1	Administrative Officer Pay Level - 10	-	-	-	-	-	01-MI	01	35 Years	<b>Essential:</b> 1. Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. <b>Desirable Qualification:-</b> 1. At least 03 years of 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. <b>NOTE:</b> All the direct recruits should possess working knowledge of computers.
2	Senior Personal Assistant Pay Level - 07	01	-	-	-	-	-	01	35 Years	<b>Essential:</b> 1. A Bachelor Degree from a recognized University. 2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government. 3. Skill test norms (a) Dictation: 10 minutes at an average speed of 100 w.p.m. (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. <b>Desirable:</b> 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.
3	Senior Assistant Pay Level - 06	-	-	-	-	-	01-VI	01	30 Years	<b>Essential</b> 1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.
4	Assistant Pay Level - 04	-	-	-	01	-	-	01	30 Years	<b>Essential:</b> A Graduate from a recognized University in any discipline with good working knowledge of computers.
5	Junior Assistant Pay Level - 02	02	-	-	-	-	-	02	27 Years	<b>Essential</b> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
6	Senior Technical Assistant (Computer) Pay Level- 06	02	-	-	-	-	-	02	30 years	<b>Essential:</b> B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications OR M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.
7	Laboratory Assistant (Chemistry) Pay Level- 04	01	-	-	-	-	-	01	30 Years	<b>Essential</b> 1. Should have passed Senior Secondary (10 +2) or an equivalent examination with relevant science subject. or Graduate with relevant Subject.
8	Laboratory Assistant (Physics & Electronics) Pay Level- 04	-	01	-	01	-	-	02	30 Years	<b>Essential</b> 1. Should have passed Senior Secondary (10 +2) or an equivalent examination with relevant science subject. or Graduate with relevant Subject.

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Rajdhani College (University of Delhi)  
राजा गार्डन, नई दिल्ली-110015  
Raja Garden, New Delhi-110015

9	Laboratory Attendant (Chemistry)  Pay Level -01	05	01	01	-	-	-	07	30Years	<b>Essential</b> Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board.
10	Laboratory Attendant (Computer)  Pay Level -01	01	-	-	-	-	-	01	30 Years	<b>Essential</b> Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board.
11	Laboratory Attendant (Physics & Electronics)  Pay Level -01	03	02	01	01	01	-	08	30 Years	<b>Essential</b> Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognised Board..
12	Library Attendant  Pay Level -01	02	-	-	-	-	01-HI	03	30 Years	<b>Essential</b> 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.  <b>Desirable:</b> Computer as a subject at Secondary level or Basic course in Computers from any Institution.

UR-Unreserved, OBC-Other Backward Classes, SC- Schedule Caste, ST- Schedule Tribe, EWS- Economically Weaker Section, PwBD- Persons with Benchmark Disability, VI- Visually Impairment, HI - Hearing Impairment, MI - Mental Illness.

**Note**

1. Online link for applications form will be activated from the date of publishing of advertisement in Employment News.
2. The application fee are Rs. 500/- for UR/OBC/EWS category Candidates and Rs. 200/- for SC/ST candidates. There is no fee for the women / PwBD candidates. The payment should be made online while filling and submitting the application form. The fee is non-refundable. The last date of submission of online application form is 21 days from the date of publication of this advertisement in the Employment News.
3. Candidate fulfilling the eligibility criteria may fill the online application form available on the College Website : [www.rajdhanicollege.ac.in](http://www.rajdhanicollege.ac.in)
- Persons with Benchmark Disabilities (PwBD) candidates may approach the help desk set up at the college, in case they require any assistance in filling up the application form.
- 4 The college reserves the right to change the nature/ or number or post and not to fill up any or all the post(s) advertised.
5. The age relaxation to reserved categories/as per rules.
- 6 The candidates already in service must apply through proper channel.
- 7 Candidates are required to specify category and also attach documentary proof with application.
- 8 The candidates applying under PwBD category must specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.
- 9 The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in).
- 10 Separate online application have to be submitted for each post.
- 11 Merely fulfilling the minimum eligibility conditions does not entitle the candidates to be called for written test.
- 12 The applications received shall be screened in accordance with the guidelines laid down by the university in this regard, to restrict the no. of candidates.
- 13 No application shall be entertained through Email/fax.
- 14 The application received incomplete/or after due date will be summarily rejected. If copies of all relevant certificates, degrees, testimonials etc. are not enclosed, such applications will be treated as incomplete applications.
- 15 All the direct recruits/applicants will be required to appear in a written /skill test to adjudge their professional/technical knowledge as per the requirement of the posts. The selection shall be based on the performance of the candidate in the written/skill test.
- 16 The recruitment of the above mentioned posts will be subject to the approval of the UGC and University of Delhi
- 17 Any Addendum/ Corrigendum/ Information in this regard will be given on College website only.

**Prof. Rajesh Giri**  
Offg. Principal

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**1. Scheme of Examination for recruitment to the post of 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 **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	
<b>Total Marks (150 + 150 + 150)</b>			<b>450 marks</b>

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

**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
<b>TOTAL</b>			<b>300</b>

**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 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.

  
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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.

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

Personality Test/Interview:

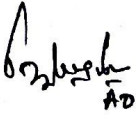
The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall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

2. Scheme of Examination for Direct Recruitment to the post of Senior Personal Assistant

**A. Scheme of 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 hour	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		500

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

  
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**B. Test Component**

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	25	50
v)	Test of Language English or Hindi	25	50
	<b>Total</b>	<b>150</b>	<b>300</b>

Paper – II	Test Components	Duration : 3 hours
		Marks
	Descriptive Type	200
	<b>Total</b>	<b>200</b>

**C. Syllabus Paper - I**

- Questions pertaining to specific area of the post concerned:** The question will pertain to the specific area / skill of the post concerned.
- 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 education 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 / Institution, events etc.
- 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.
- 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.
- 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, and its correct usage etc. would also be tested.

**Paper - II**

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

Topic	Marks Allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned	100 marks (10 questions x 10marks) Each question to be answered in 100 words

Situation Test analysis, where the candidate reaction would be sought on a given situation test case knowledge	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 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 the language must be used throughout.
2. The question in the written test will be of the level of degree / diploma / examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidate for interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper - I.
5. There shall be negative marking for wrong answers in Paper - I to the tune of 1/4<sup>th</sup> of marks allocated per question
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test / Interview separately. The Merit List shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 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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A.P.

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11.1.2022  
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### 3. Scheme of Examination for Direct Recruitment to the post of Senior Assistant

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

#### A. Scheme of the Examination:

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

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

#### B. Test components:

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

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

#### C. Syllabus:

##### Paper - I:

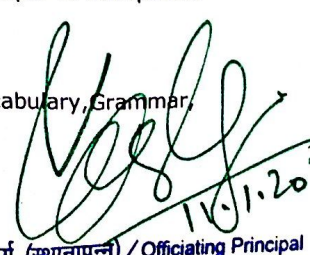
**(i) General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected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

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

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

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

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

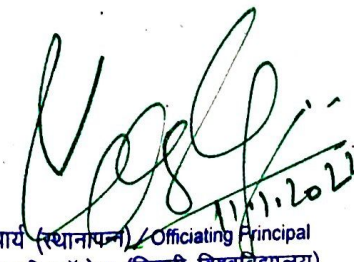
  
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**Descriptive Type:** The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

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

**Note:**

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

  
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#### 4 . Scheme of Examination for Direct Recruitment to the post of Assistant

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

##### A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	2 hours*	150
<b>Total Marks</b>			<b>450</b>

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

##### B. Test components:

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

Paper-II	TEST COMPONENTS	DURATION: 2 hours
		MARKS
	Descriptive Type	150
	<b>TOTAL</b>	<b>150</b>

##### C. Syllabus:

###### Paper-I:

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

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

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

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

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

**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
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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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*13/11/2022*  
A-2

*13/11/2022*  
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राजधानी कॉलेज (दिल्ली विश्वविद्यालय)  
Rajdhani College (University of Delhi)  
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## 5. Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

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

### A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
<b>Paper-I</b>	MCQ Type	3 hours	200 (200 questions)
<b>Paper-II</b>	Essay & Comprehension test	1.5 hour	100
<b>Total Marks</b>			<b>300</b>

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

### B. Test components:

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

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

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

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

### C. Syllabus:

#### **Paper I:**

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to

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

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

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

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

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

**Paper - II:**


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

**Skill Test:**

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

Note:

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

  
11.11.2022  
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# 6. 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:

<b>Paper -I (MCQ)</b> Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/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.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40
(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

## B. Detailed Syllabus for Paper I:

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

**(ii) General awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test

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will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

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

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

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

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

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

The paper will cover the following areas:

Topic	Marks allocated
• Subject specific laboratory based practical questions	<b>Section 1 - MCQ</b> 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	<b>Section 2 - Descriptive</b> 50 marks (5 questions)

**D. Skill Test:**

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. 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 examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper- I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

*Palma*  
AP

*Vasishth*  
11.11.2024  
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7. 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:**

<b>Written Test</b>		
<b>Paper – I (MCQ)</b> General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/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.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

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

<b>Paper – I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

**B. Detailed Syllabus for Paper I:**

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

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

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

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

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

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

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

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

**D. Skill Test:**

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

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

**Note:**

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

  
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# 8. 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**

## E. Scheme of Examination:

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

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

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTION S	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

## F. Detailed Syllabus:

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

For Computer Laboratory Attendant the questions may be based on computer science and computer applications.

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

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

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

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

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

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

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to

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

#### 9. Scheme of Examination for Direct Recruitment to the post of Library Attendant

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

##### A. Scheme of Examination:

Written Test		
<b>Objective Type (MCQ)</b> Library Aptitude, General Awareness etc.(150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
<b>Total Marks</b>		<b>300 marks</b>

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

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

##### B. Detailed Syllabus:

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

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

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Organizations /Institutions, events etc.

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

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

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

**Note:**

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