

UNIVERSITY OF DELHI

Scheme of Examination for Direct Recruitment to the post of Senior Assistant

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

A. Scheme of the Examination:

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

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

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

Basic knowledge of the Constitution of India

Knowledge and application of Office Procedures, Rules & Regulations.

English with special reference to skill in noting/drafting.

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

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for qualifying in the interview/personality test (wherever applicable) shall be 50%.

D. 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.

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 etc. 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	Objective Type General Awareness etc.(150 questions)	2 hours	150
Paper-II	Descriptive Type	2 hours	100
Interview			50
Total Marks			300

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Test of General Awareness	40	40
(ii)	General Intelligence and Reasoning ability	40	40
(iii)	Arithmetical & Numerical Ability	30	30
(iv)	Test of Language English or Hindi	40	40
TOTAL		150	150

Paper-II	TEST COMPONENTS	DURATION: 1½ hours
		MARKS
		Descriptive Type
TOTAL		100

C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter 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) **General Intelligence and 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.

(iii) **Arithmetical and Numerical 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.

(iv) **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:

Knowledge and application of Office Procedures.

Skill in noting/drafting.

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

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each paper i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for qualifying in the interview/personality test (wherever applicable) shall be 50%.

D 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.

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 etc. for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

A.

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	Objective Type General Awareness etc.(150 questions)	2 hours	150
Paper-II	Essay & Comprehension test	1 hour	100
Interview			50
Total Marks			300

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Test of General Awareness	40	40
(ii)	General Intelligence and Reasoning ability	40	40
(iii)	Arithmetical & Numerical Ability	30	30
(iv)	Test of Language English or Hindi	40	40
	TOTAL	150	150

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

Candidates are required to qualify the Typing test also.

C. Syllabus:

Paper I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter 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) **General Intelligence and 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.

(iii) **Arithmetical and Numerical 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.

(iv) 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.

Paper – II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language.

Candidates are required to qualify the Typing test also.

D 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 questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each paper i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for qualifying in the interview/personality test (wherever applicable) shall be 50%.