



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Ref. No.: R&P/047/2018/RR(NTS)2025/ 162

Dated: 29.05.2025

NOTIFICATION

Subject: Recruitment Rules and Scheme of Examination for various Non-Teaching Posts in the University of Delhi

The Recruitment Rules and Scheme of Examination for various non-teaching posts in the University of Delhi as approved by the Competent Authority are notified herewith for the information of all the stakeholders.

The revised provisions are as follows:

1.	Name of Post	Deputy Registrar / Deputy Finance Officer / Deputy Controller of Examination
2.	No. of Posts	24
3.	Classification	Group A
4.	Scale of Pay/Pay Band/Grade Pay	Level 12
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection.
6.	Age limit for Direct Recruits	50 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Master's Degree with minimum 55% of the marks or an equivalent grade on a point scale wherever grading system is followed. ii) Five years of experience as Assistant Registrar or in an equivalent post in the Pay Level 10 and above.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess minimum Bachelor's degree from a recognized University.
9.	Period of probation (if, any)	One year
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion failing which by deputation. Note: Deputy Registrar who has served for 05 years will be placed in the Pay Level 13 and re-designated as Joint Registrar.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	<p>Promotion: Assistant Registrar with five years regular service in Pay Level 11. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier).</p> <p>Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.</p>
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Section Officer
2.	No. of Posts	117
3.	Classification	Group B, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 07
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Senior Assistant/Assistant or equivalent in Pay Level 6 or eight years as Assistant/UDC or equivalent in Pay Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in the same Pay Level or equivalent pay in any reputed Private companies/ bank with annual turnover of minimum Rs.200/- Crores or more. iii) Proficiency in computer operations, noting and drafting.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9.	Period of Probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	50% by Promotion from the cadre of Senior Assistant based on seniority cum fitness 50% by Limited Departmental Examination failing which by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: 05 years of regular service from the feeder grade of Senior Assistant/Legal Assistant in Pay Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). Limited Departmental Examination 03 years of regular service from the feeder grade of Senior Assistant/Legal Assistant in Pay Level 6 subject to qualifying with academic qualification as in Col.7 above. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). The candidates considered for promotion through seniority-cum-fitness or Limited Departmental Examination should have undergone one week of training program in administrative and financial skills conducted by a College/University or any other training institution.



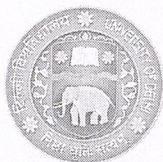
दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

		Deputation: Officers holding analogous post on regular basis or with three years regular service in Pay Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possessing Bachelor's degree as prescribed for direct recruits at Col.7 above.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-I, as applicable, of the Recruitment Rules.

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Junior Assistant
2.	No. of Posts	317
3.	Classification	Group C, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 02
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection for Col. 10 (ii) Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (iii) Proficiency in Computer Operations.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 who possess Senior Secondary (10+2) or equivalent qualification and have completed minimum three years regular service in the grade, on the basis of the departmental qualifying examination as per scheme specified iii) Promotion: 5% of the vacancies shall be filled on seniority cum-fitness basis from Group 'C' (MTS) employees who have completed minimum five years regular service in post(s) in Pay Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent, after qualifying the type test. Failing which by Direct Recruitment (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). For Colleges 75% Direct Recruitment 25% Limited Departmental Examination. Failing which by Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	As in Column No. 10
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Multi-Tasking Staff
2.	No. of Posts	311
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 01
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 10th Pass from a recognized Board. OR ITI Pass.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of Probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test. (Presently being outsourced in terms of EC Resolution 58 dated 03.11.2012 in pursuance of UGC letter No. F.35-19/2008(CU-OBC) Vol. IV dated 13.01.2011).
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Internal Audit Officer (on deputation only)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 12
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	56 years (for Deputation)
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of Probation (if, any)	Not applicable
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Deputation:</p> <p>By drawing officers preferably belonging to Audit and Accounts Services or other similar Organised Accounts Services in Central / State Govt., holding analogous posts on a regular basis.</p> <p>OR</p> <p>With three years of regular service in Pay Level 11 or equivalent in the area of Audit and Accounts/Finance in any Govt. Department/ Autonomous Bodies.</p> <p>OR</p> <p>With six years regular service in Level 10 or equivalent in the area of Audit and Accounts/Finance in any Govt. Department/ Autonomous Bodies.</p>
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Statistical Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 10
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Master's degree in Statistics/Mathematical Statistics / Applied Statistics. (ii) Minimum 03 years' experience in collection, compilation, tabulation, analysis & interpretation of statistical data in Central/State Govt., PSUs/Statutory Bodies/ Autonomous Organizations or private organisations of repute.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Statistical Assistant
2.	No. of Posts	03
3.	Classification	Group C
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 05
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's degree in Economics with Statistics as one of the subjects OR Bachelor's degree in Commerce with Statistics as one of the subjects
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 year for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



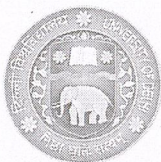
दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Private Secretary
2.	No. of Posts	17 (04 Private Secretary+13 Senior Personal Secretary)
3.	Classification	Group B, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 07
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: A Bachelor's Degree from a recognized University/Institute. Minimum 03 Years' experience as Personal Assistant in Pay Level 6 or 5 years as Stenographer in Pay Level 4 or above in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies or at equivalent pay in private organisation of repute. (Note: The candidate shall be judged for (a)Proficiency in English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi, (b) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. and (c)Knowledge of Computer Applications.) Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English/Hindi & good communication skills.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes, as in Column 7.
9.	Period of Probation (if, any)	02 year for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by direct recruitment failing which by deputation. For Colleges Since there is no feeder cadre, 100% by Direct Recruitment (The incumbent, in the University as well as College, may also be assigned whole time administrative or other duties.)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Personal Assistant with minimum 05 (five) years of regular service in Pay Level 6 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned in Column 7. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable

8/

[Signature]



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

		<p>earlier).</p> <p>The candidates considered for promotion should have undergone one week of training program in administrative and financial skills conducted by a College/University or any other training institution.</p> <p>Deputation:</p> <p>Persons holding analogous posts on a regular basis or with minimum 3 years' regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

42



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Personal Assistant
2.	No. of Posts	45
3.	Classification	Group B, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 06
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection
6.	Age limit for Direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions of repute. (Note: The candidate shall be judged for (a)Proficiency in Stenography in English or Hindi with minimum speed of 100wpm, (b)Proficiency in Typing in English/Hindi with minimum speed of 35/30 wpm respectively and (c)Knowledge of Computer Applications.) Desirable: Proficiency in English/Hindi and good communication skills. Skill Test Norms on Computer Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 year for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by direct recruitment failing which by deputation. (The incumbent may also be assigned whole time administrative or other duties.)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Stenographer with 05 (five) years regular service in Level 4on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). The candidates considered for promotion should have undergone one week of training program in administrative and financial skills conducted by a College/University or any other training institution. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

		and possess the qualification as prescribed for direct recruits at column 7. (The incumbent may also be assigned administrative duties.)
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II as applicable, of the Recruitment Rules.

2

[Signature]



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Stenographer
2.	No. of Posts	77
3.	Classification	Group C, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	32 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. (Note: The candidate shall be judged for (a)Proficiency in Stenography in English or Hindi with minimum speed of 80wpm, (b)Proficiency in Typing in English/Hindi with minimum speed of 35/30 wpm respectively and (c)Knowledge of Computer Applications.) Desirable Qualifications: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 year for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment (The incumbent may also be assigned whole time administrative or other duties.)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Professional Assistant
2.	No. of Posts	62
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 06
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>1. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions or a private institution of repute.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions or a private institution of repute.</p> <p>2. Knowledge of Computer Applications, to be ascertained by written and skill test.</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes, as in Column 7.
9.	Period of Probation (if, any)	02 year for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion: Semi-Professional Assistant with minimum five years regular service in Pay Level 5 on seniority-cum-fitness basis, subject to having attended minimum two training programs each of minimum one week's duration as SPA conducted by a university or from a recognized/registered institution for conduct of Library related computer training program. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier).</p> <p>Deputation: Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution:</p> <ol style="list-style-type: none"> Holding analogous post on regular basis in the parent cadre or department. With 3 years' service rendered as Semi- Professional Assistant in Pay Level 5 or equivalent in the parent cadre or department.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Semi-Professional Assistant
2.	No. of Posts	69
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 05
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Master's Degree in Library Science and Information Science from any recognised University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years' relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions/Private Institutions of repute in this area.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes, as in Column 7.
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment.
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	For Promotion: Library Assistant/ Junior Library & Information Assistants (JLIA) with minimum 5 years of regular service in Pay Level 4, possessing the qualification laid down in Column 7 and having successfully attended two training programs each of minimum one week's duration as Library Assistant/Junior Library & Information Assistant conducted by a University or training of comparable duration from recognized/ registered institution. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier).
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Library Assistant
2.	No. of Posts	22
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04 (w.e.f. 22.01.2020)
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. Bachelor's degree in Library & Information Science or equivalent from a recognized University. (Note: Candidates shall be assessed for Typing speed of 30 words per minute in English/Hindi and knowledge of Computer Applications.)
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No but must possess the qualifications as indicated in Column 11.
9.	Period of Probation (if, any)	02 year for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Library Attendant possessing 10+2 or equivalent qualification and certificate in Library Science with minimum five years' regular service in Pay Level 1. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier).
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Library Attendant
2.	No. of Posts	122
3.	Classification	Group C, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 01
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not applicable
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. 10+2 or its equivalent examination from a recognized Board. 2. Certificate course in Library Science from a recognized Institution. (Note: Candidates shall be assessed for knowledge of Computer Applications.)
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Legal Assistant
2.	No. of Posts	02
3.	Classification	Group B, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 06
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection Not Applicable on Direct Recruitment
6.	Age limit for Direct Recruits	40 years
7.	Educational and other qualifications required for direct recruits	<p>For Direct Recruitment/Deputation/ Short-term Contract basis:</p> <p>Essential Qualifications:</p> <ol style="list-style-type: none">1. Degree in Law (Professional) from a recognized University.2. Minimum 3 years of experience in handling court cases in a government/semi-government organization and/or practice before a High Court or a Lower Court in Civil/Labour matters. <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.4. Hands on experience in computers. <p>Duties:</p> <p>A Legal Assistant is required to assist the Assistant Registrar/ Deputy Registrar (Legal) in his day-to-day duties in the Legal Branch.</p> <p>He/she is expected to attend all kinds 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: The persons so appointed will not be allowed to do private practice.</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 year for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/ Deputation/Short-term contract
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	Deputation: Officers holding analogous posts on a regular basis in the Central/State Government, Universities or other autonomous organization.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Senior Technical Assistant
2.	No. of Posts	78
3.	Classification	Group B, Technical
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 06
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Master's Degree in the relevant subject with minimum two years' experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. (Indicative list of relevant subjects shall be as per table given below). The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs. 200/- Crores.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Posts allocated for promotion and direct recruitment are indicated in the table appended below. <u>For colleges (Applicable if the Post exists in a college)</u> 75% Promotion 25% Direct Recruitment The candidates considered for promotion should have undergone one week of training program in financial and other skills required in the field, conducted by a College/University or any other training institution.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Technical Assistant with minimum five years of regular service in Pay Level 5 on seniority-cum-fitness basis.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Distribution of Posts is given below:

Department	No. of Posts Promotion (P)/ Direct Recruitment (D)	Relevant Subject*
Physics	10P/03D	Physics, Electronics, Electrical, Mechanical
Botany	06P/02D	Botany, Biomedical Sciences, Plant Molecular Biology
Chemistry	08P/02D	Chemistry, Chemical Engineering, Biochemistry
Zoology	10P/03D	Zoology, Biomedical Sciences, Plant Molecular Biology, Life Sciences
Geology	03P/00D	Geology, Geoscience, Geophysics
Plant Molecular Biology	01P/00D	Botany, Biomedical Sciences, Plant Molecular Biology
Electronic Science	02P/01D	Physics, Electronics, Electrical, Mechanical
East Asian Studies	01P/00D	East Asian Languages and culture
Psychology	01P/02D	All areas of psychology
Linguistics	01P/00D	Linguistics, Archaeology
USIC	06P/03D	Physics, Electronics, Electrical, Mechanical
CPDHE	01P/00D	Any subject
Anthropology	02P/00D	Anthropology, Forensic Sciences, Environmental Sciences, Chemistry
Education	00P/02D	Education and other aspects/areas of education
ACBR	01P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Environmental Science	01P/00D	All streams of Science, History, Sociology
Operational Research	00P/01D	Operational Research, Statistics, Mathematics
Journalism	01P/00D	English, Hindi, Journalism
Microbiology	01P/00D	Microbiology, Botany, Zoology, Biomedical Sciences, Plant Molecular Biology, Genetics
Genetics	01P/00D	Microbiology, Botany, Zoology, Biomedical Sciences, Plant Molecular Biology, Genetics
Continuing Education & Extension	01P/00D	All spheres of Education
Social Work	01P/00D	Any subject of Arts/Humanities/Social Sciences
Total	59P/19D	

*The University shall have the discretion to include any other subject as relevant, if the subject matter is not listed above but may be relevant/allied to the subjects mentioned in column 3 above.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Senior Technical Assistant (Computers)
2.	No. of Posts	14
3.	Classification	Group B, Technical
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 06
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Master's Degree in the relevant subject with minimum two years' experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. (Indicative list of relevant subjects shall be as per table given below). The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs. 200/- Crores.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Posts allocated for promotion and direct recruitment are indicated in the table appended below. For colleges (Applicable if the Post exists in a college) 75% Promotion 25% Direct Recruitment The candidates considered for promotion should have undergone one week of training program in financial and other skills required in the field, conducted by a College/University or any other training institution.
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	Promotion: Technical Assistant with minimum five years of regular service in Pay Level 5 on seniority-cum-fitness basis.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Distribution of Posts is given below:

Department	No. of Posts Promotion (P)/ Direct Recruitment (D)	Relevant Subject*
Senior Technical Assistant Computers	11P/03D	Computer Science/Computer Applications/Network Management. <u>These posts are to be distributed as follows:</u> DUCC-08, Remaining-06 will be under Central Office, which can be reallocated as per functional requirement.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Senior Technical Assistant German/French/Russian
2.	No. of Posts	01-Russian, 01-French, 01-Russian
3.	Classification	Group B, Technical
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. Bachelor's Degree with Advance Diploma in concerned field if the Bachelor's degree is not in the relevant field. (Relevant field implies the language for which advertisement has been made). 2. Well experienced in handling Audio-Visual aids. 3. Good Knowledge of typing in language concerned. (Note: the candidates shall be assessed for S.No.2 and 3)
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Technical Assistant
2.	No. of Posts	106
3.	Classification	Group B Technical
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 05
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree in relevant subject/discipline with minimum three years of working and maintenance/operation experience of Scientific or other Instruments in the relevant Laboratory/department. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200/- Crores or more. (An indicative table for relevant subject/discipline is given at the end of this table).
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Posts allocated for promotion and direct recruitment are indicated in the table appended below. <u>For colleges (Applicable if the Post exists in a college)</u> 75% Promotion 25% Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Laboratory Assistant with minimum five years of regular service in Pay Level 4 on seniority-cum-fitness basis failing which by direct recruitment/deputation. (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). The candidates considered for promotion should have undergone one week of training program in financial and other skills required in the field, conducted by a College/University or any other training institution.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Distribution of Posts is given below:

Department	No. of Posts Promotion (P)/ Direct Recruitment (D)	Relevant Subject*
Physics	14P/00D	Physics, Electronics, Electrical, Mechanical
Botany	12P/00D	Botany, Biomedical Sciences, Plant Molecular Biology
Chemistry	08P/00D	Chemistry, Chemical Engineering, Biochemistry
Zoology	14P/00D	Zoology, Biomedical Sciences, Plant Molecular Biology, Life Sciences
Geology	04P/00D	Geology, Geoscience, Geophysics
Plant Molecular Biology	01P/01D	Botany, Biomedical Sciences, Plant Molecular Biology
Electronic Science	02P/02D	Physics, Electronics, Electrical, Mechanical
Fac. Of Inter Disciplinary & Applied Sc.	03P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics (Candidates from the department under the faculty will be eligible for promotion)
Health Centre	00P/04D	Zoology, Life Sciences
East Asian Studies	00P/01D	East Asian Subject and Languages
Continuing Education and Extension	00P/03D	All spheres of Education
Management Studies	00P/01D	Management, Commerce, Finance, Economics
Linguistics	00P/02D	Linguistics, Archaeology
Geography	00P/02D	Geography
Music	00P/01D	Music
USIC	01P/05D	Physics, Electronics, Electrical, Mechanical
Computer Science	01P/00D	Computer Science, Networking, Informatics
ACBR	01P/05D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Anthropology	04P/00D	Anthropology, Forensic Sciences, Environmental Sciences, Chemistry
History	00P/02D	History, Archaeology
Psychology	01P/00D	All areas of psychology
Environmental Science	01P/00D	All streams of Science, History, Sociology
Mathematics	02P/00D	Operational Research, Statistics, Mathematics
Statistics	00P/01D	Operational Research, Statistics, Mathematics
Hindi	00P/01D	Hindi, Journalism
Journalism	00P/01D	English, Hindi, Journalism
Bio-Chemistry	01P/00D	Microbiology, Botany, Zoology, Biomedical Sciences, Plant Molecular Biology, Genetics
Bio-Physics	01P/00D	Microbiology, Botany, Zoology, Biomedical Sciences, Plant Molecular Biology, Genetics, Biophysics
Microbiology	01P/00D	Microbiology, Botany, Zoology, Biomedical Sciences, Plant Molecular Biology, Genetics
Genetics	01P/00D	Microbiology, Botany, Zoology, Biomedical Sciences, Plant Molecular Biology, Genetics
Pol. Science	00P/01D	Political Science, International Relations, African Studies

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दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Total	73P/33D	
*The University shall have the discretion to include any other subject as relevant, if the subject matter is not listed above but may be relevant/allied to the subjects mentioned in Column 3 above.		

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Technical Assistant Computers
2.	No. of Posts	41
3.	Classification	Group B Technical
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 05
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's degree in relevant subject/discipline with minimum three years of working and maintenance/operation experience of Scientific or other Instruments in the relevant Laboratory/department.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200/- Crores or more.</p> <p>(An indicative table for relevant subject/discipline is given at the end of this table).</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% Direct Recruitment (There is no feeder cadre)
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

Distribution of Posts is given below:

Department	No. of Posts Promotion (P)/ Direct Recruitment (D)	Relevant Subject*
Senior Technical Assistant Computers	41 D Through Direct Recruitment as there is no feeder cadre	Computer Science/Computer Applications/Network Management. These posts are to be distributed as follows: DUCC-12. Remaining-29 will be under Central Office, which can be reallocated as per functional requirement.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Laboratory Assistant
2.	No. of Posts	112
3.	Classification	Group C, Technical
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</p> <p>However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. (An indicative list of relevant subjects is appended with this table).</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200/- Crores.</p>
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Posts allocated for promotion and direct recruitment are indicated in the table appended below.</p> <p>For colleges 75% Promotion 25% Direct Recruitment</p>
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion: Laboratory Attendant with minimum eight years of regular service in Pay Level 1 with the requisite qualification prescribed in Column 7 (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier).</p>
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

Distribution of posts is given below:

Department	No. of Posts Promotion (P)/ Direct Recruitment (D)	Relevant Subjects*
Physics	14P/07D	Physics, Electronics, Electrical, Mechanical
Botany	09P/04D	Botany, Biomedical Sciences, Plant Molecular Biology
Chemistry	16P/07D	Chemistry, Chemical Engineering, Biochemistry
Zoology	10P/04D	Zoology, Biomedical Sciences, Plant Molecular Biology,



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

		Life Sciences
Geology	05P/01D	Geology, Geoscience, Geophysics
USIC	01P/00D	Physics, Electronics, Electrical, Mechanical
Operational Research	02P/00D	Operational Research, Statistics, Mathematics
Psychology	03P/00D	All areas of psychology
Geography	01P/00D	Geography
Mathematics	01P/01D	Operational Research, Statistics, Mathematics
Computer Science	01P/00D	Computer Science, Networking, Informatics
Anthropology	07P/02D	Anthropology, Forensic Sciences, Environmental Sciences, Chemistry
Education	02P/00D	Education and other aspects/areas of education
Health Centre	00P/01D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
A.C.B.R.	01P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Environmental Science	01P/00D	All streams of Science, History, Sociology
CIC	01P/00D	Any subject
Plant Molecular Biology	01P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Electronic Science	02P/00D	Physics, Electronics, Electrical, Mechanical
Bio-Chemistry	02P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Bio-Physics	01P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Microbiology	02P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Genetics	02P/00D	Microbiology, Botany, Zoology Biomedical Sciences, Plant Molecular Biology, Genetics
Total	85P/27D	
*The University shall have the discretion to include any other subject as relevant, if the subject matter is not listed above but may be relevant/allied to the subjects mentioned in Column 3 above.		

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दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Laboratory Attendant
2.	No. of Posts	172
3.	Classification	Group C, Technical
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 01
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Non-Selection
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate program in Laboratory Technology or ITI in relevant trade.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable
9.	Period of Probation (if, any)	02 years.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Distribution of Posts of Laboratory Attendant

Department	No. of Posts	Remarks
Physics	29	Candidates successful through the recruitment process shall be posted in accordance with their performance in the test and essential qualification possessed by them by the administration.
Botany	17	
Chemistry	32	
Zoology	20	
Geology	08	
O.R.	02	
Mathematical	01	
Computer Science	04	
Anthropology	09	
A.C.B.R.	08	
Environmental Science	05	
CIC	01	
Plant Molecular Biology	04	
Electronic Science	04	
Biochemistry	03	
Microbiology	04	
Genetics	03	
Biophysics	02	
Statistics	03	
Music	01	
History	01	
East Asian Studies	02	
Psychology	02	
Linguistic	01	
Geography	01	
Engineering	01	
Education	03	
USIC	01	
Total	172	



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Hindi Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 10
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	40 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>AND</p> <p>Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Govt./autonomous body/statutory organization/PSUs/universities or recognized research of educational institutes;</p> <p>OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under</p>



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

		Central/State Govt./autonomous body/statutory organizations/PSUs/universities or recognized research or educational institutions. Desirable Qualifications: Studied one of the languages other than Hindi included in the 8 th Schedule of the Constitution at 10 th level from a recognized board.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/ Deputation/Short-term contract
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Deputation: Officers holding analogous post on a regular basis in the Central/State Government, Universities or other autonomous organization.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

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दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Senior Hindi Translator
2.	No. of Posts	01
3.	Classification	Group B, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 07
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Junior Translation Officer in level 6 with five years' regular service in the grade in the parent cadre or department and having successfully completed mandatory institutional Training of six weeks in all aspects of Official Language.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Junior Hindi Translator
2.	No. of Posts	02
3.	Classification	Group B, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 06
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking</p> <p>Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognized board.</p>



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable.
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Dispatch Rider/Driver
2.	No. of Posts	34 (Dispatch Rider – 06 + Driver – 28)
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 02
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. 10 th Pass from any recognized Board 2. Possession of a valid commercial driving license for light/medium/heavy vehicles issued by a competent authority having no adverse endorsement. 3. Knowledge of motor mechanism (the candidate should be able to address minor defects in vehicles) 4. Experience of driving a motor vehicle for at least 03 years in an organization.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for direct recruitment
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/short term contract through driving test, knowledge of traffic rules and skill test
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



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/Pay Band/Grade Pay	Pay Level 05
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	35 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 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. 3. Competence in Coaching in minimum any 02 games at Local/State/National/ International standing in sports. 4. Minimum 02 years' sports coaching experience.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for direct recruitment
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	01 Post to be filled by Direct Recruitment. *04 posts to be filled on Contract basis for a period of 5 years based on annual review: Pay and emoluments of persons hired on contract will be similar to that of person on Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Contract Basis: Eligibility: as per S.No. 7
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Tabla Accompanists
2.	No. of Posts	15
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 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 minimum 6 years. Desirable: 1. Knowledge of other percussion instruments like Dholak, Naal, etc. 2. Knowledge of Hindustani Music, both Vocal and Instrumental. 3. Minimum two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 4. A.I.R. grade will be given preference. Note: The Proficiency in the art will be assessed through practical skill test.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/Short-term contract.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Pakhawaj Player
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 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 OR Diploma/10+2 examination of any Indian Board and should have undergone training in Pakhawaj/Tabla under an established Guru, for a period of minimum 6 years. Desirable: 1. Good repertoire of traditional compositions. 2. Knowledge of Hindustani Music, both Vocal and Instrumental 3. Minimum two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 4. A.I.R. grade will be given preference. Note: The Proficiency in the art will be assessed through practical skill test.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/Short-term contract.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

1.	Name of Post	Sarangi Accompanist
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 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 OR Diploma/10+2 examination of any Indian Board and should have undergone training in Sarangi under an established Guru, for a period of minimum 6 years. Desirable: 1. Knowledge of Hindustani Music, both Vocal and Percussion 2. Minimum two years of work experience in a University/College/ recognized institution/ A.I.R./ Doordarshan. 3. A.I.R. grade will be given preference. Note: The Proficiency in the art will be assessed through practical skill test.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/Short-term Contract
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Violin Accompanist
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. Proficiency in the art of Violin playing with special reference to the accompaniment aspect. 2. Degree in Violin. OR Diploma/10+2 examination of any Indian Board and should have undergone training in Violin under an established Guru, for a period of minimum 6 years. Desirable: 1. Good repertoire of traditional compositions. 2. Proficiency in Manodharma Sangita. 3. Knowledge of Karnatak music, both Vocal and Percussion. 4. Minimum two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 5. A.I.R. grade will be given preference. Note: The Proficiency in the art will be assessed through practical skill test.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/Short-term contract.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Mridangam Accompanist
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable.
6.	Age limit for Direct Recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. Proficiency in the art of Mridangam playing with special reference to the accompaniment aspect. 2. Degree in Mridangam OR Diploma/10+2 examination of any Indian Board and should have undergone training in Mridangam under an established Guru, for a period of minimum 6 years. Desirable: 1. Knowledge of other Percussion instruments like Kanjira and Ghatam. 2. Knowledge of Karnatak music, both Vocal and Instrumental. 3. Minimum two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 4. A.I.R. grade will be given preference. Note: The Proficiency in the art will be assessed through practical skill test.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/Short-term Contact
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.

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UNIVERSITY OF DELHI

1.	Name of Post	Harmonium Accompanist
2.	No. of Posts	01
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable.
6.	Age limit for Direct Recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 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 OR Diploma/10+2 examination of any Indian Board and should have undergone training in Harmonium under an established Guru, for a period of minimum 6 years. Desirable: 1. Knowledge of Hindustani Music, both Vocal and Percussion. 2. Minimum two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 3. A.I.R. grade will be given preference. Note: The Proficiency in the art will be assessed through practical skill test.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for Direct Recruit
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/Short term contract.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Tanpura Accompanist
2.	No. of Posts	04
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 04
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not Applicable
6.	Age limit for Direct Recruits	45 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 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. Desirable: 1. Knowledge of Hindustani Music both Vocal and Instrumental. 2. Minimum 2 years of work experience in a university/College /Recognised Institution /A.I.R./ Doordarshan. 3. A.I.R. grade will be given preference. Note: The Proficiency in the art will be assessed through practical skill test.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of probation (if, any)	02 years for the Direct Recruits.
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/Short-term Contract.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

The scheme of Examination prescribed for Limited Departmental Examination have not been changed.

Scheme of Examination for Direct Recruitment is prescribed as follows:

A. Scheme of Examination

B.1. Scheme of Examination for Deputy Registrar/Deputy Finance Officer /Deputy Controller of Examination, Section Officer and Junior Assistant

B.1.1. Deputy Registrar/Deputy Finance Officer /Deputy Controller of Examination

Assessment will be by Interview. However, if the number of candidates is more, written test shall be conducted for shortlisting.

The scheme of examination for shortlisting of applicants for the interview is as follows:

Nature of Written Test	Duration	Maximum Marks
Descriptive <ul style="list-style-type: none">Working knowledge of university and other Government Organisations in fields like Constitution, Finance, Establishment, Vigilance, General Administration, Procurement, etc.Act, Statutes and Ordinances of the University of Delhi.	01 hour	100 marks

- The cut-off for test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
- Further, against one vacant post, 30 applications shall be shortlisted on merit based on the test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the interview.
- The Final assessment shall be based on Interview.

B.1.2. Section Officer

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

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

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

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

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

Stage 2: Selection of candidates

- a) Examination (Main)

Scheme of Examination

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

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

- b) Interview/Personality test

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

- c) Final merit list

The breakup of final merit list will be as follows:



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

II. Syllabus:

Preliminary Test MCQ based:

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

a) General Studies – 25 questions

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

b) Reasoning – 25 questions

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

c) General Mathematical Ability – 25 questions

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

d) Functioning of Higher Educational Institutions - 25 questions

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

Examination (Main)

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

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

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

a) Educational Administration and Management

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

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

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

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

Interview/ Personality Test:

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

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

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

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

B.1.3. Junior Assistant

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

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

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

b) Skill Test

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

II. Syllabus:

Preliminary Test MCQ based:

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

a) General Knowledge – 35 questions

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

b) Reasoning – 35 questions

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

c) General Mathematical Ability – 35 questions

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

d) Administration of Higher Educational Institutions- 45 questions

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

Examination (Main)

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

a) Educational Administration and Management

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

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

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

Skill Test:

Skills pertaining to:

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

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

1. The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. All the questions in the Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

B.1.4. Multi-tasking Staff

(Presently the vacancies are to be outsourced. In case, the University decides to make appointment against these posts following scheme of examination shall apply)

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"> Basic Knowledge of Hindi or English Basic Mathematics and Reasoning 	50 50	200
TOTAL		100	200

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

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

Stage 2: Selection of candidates

- Examination (Main)

Scheme of Examination



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	Situation-based aptitude test questions, which may require application of mind pertaining to the functioning of universities and other Government Bodies.	100
TOTAL		100
<ul style="list-style-type: none"> The merit shall be drawn on the basis of this examination. 		

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

b) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: <ul style="list-style-type: none"> Filing Maintenance of Record Basic knowledge of computers 	As decided by the concerned evaluating experts	<p>The test will be of 100 marks.</p> <p>To qualify, the candidate should obtain minimum 50 marks.</p> <p>This will, however, be only qualifying in nature.</p>
TOTAL			100
<ul style="list-style-type: none"> Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. Skill test will only be qualifying in nature. 			

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

- The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
- Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.

4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e., Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.2. Statistical Officer and Statistical Assistant

B.2.1. Statistical Officer

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• General Studies	20	400
	• Reasoning and Mathematical ability	40	
	• Statistics and Data Science	40	
TOTAL		100	400

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

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

Stage 2: Selection of candidates



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Basic knowledge of Educational Administration and Management, Rules and their application pertaining to the functioning of Government Bodies and Institutions viz. FR, SR, GFR, GeM procurement Mathematics, Statistics and Data Science (The questions will be upto the level of the qualifying degree) 	70
TOTAL		70

- For further details Section II needs to be referred.

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

b) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
TOTAL		30

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

c) Final merit list

The breakup of final merit list will be as follows:

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

Interview/ Personality Test:

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

1. The question paper for Preliminary Test, Examination (Main) as indicated in Section I would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on the Examination (Main) and Interview/Personality Test as indicated in preceding sections.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test. Merit shall be drawn on the basis of combined result of such candidates for both these components.

B.2.2. Statistical Assistant

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none">• General Studies• Reasoning and Mathematical ability• Statistics and Data Science	20	400
		40	
		40	
TOTAL		100	400
<ul style="list-style-type: none">• This test will only be for shortlisting and will have no weightage in the final assessment.			

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 3 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Basic knowledge of Educational Administration and Management, Rules and their application pertaining to the functioning of Government Bodies and Institutions viz. FR, SR, GFR, GEM procurement. Mathematics, Statistics and Data Science (The questions will be upto the level of the qualifying degree) 	100+200
TOTAL		300

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

b) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: <ul style="list-style-type: none"> Statistics Data Science and Data Interpretation Basic knowledge of computers pertaining to data analysis 	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL			100

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

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

- The question paper for Preliminary, Examination (Main) as indicated in Section I 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.
- All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

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

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

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

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

Stage 2: Selection of candidates



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

a) Examination (Main)

Scheme of Examination

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

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

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

b) Skill Test

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

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

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

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

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

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

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



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

B.4. Scheme of Examination for Professional Assistant, Semi-Professional Assistant, Library Assistant.

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Functional knowledge of Information Technology and basic tools/software packages for operating Library services through IT.	45 questions	300
	• Reasoning	35 questions	
	• Mathematical ability.	35 questions	
	• Administration of Higher Educational Institutions.	35 questions	
TOTAL		150	300
• This test will only be for shortlisting and will have no weightage in the final assessment.			

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

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

Stage 2: Selection of candidates

- Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration:3 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Knowledge and application of Library and Information Science Procedures, rules & Regulations and other related subject pertaining to the domain knowledge. Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. Educational Administration and Management. Rules and their application in Higher Educational 	300

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

	Institution. (Knowledge of Domain would be tested as per the requirements of the post and other aspects as defined at S. No. 7 of the respective Recruitment Rules)	
TOTAL		300

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

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

b) Skill Test

Description	Time	Marks
Skill Test <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. (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL	100	

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

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

- The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
- Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

on). The candidates securing same marks as cut-off would be shortlisted for the next stage.

4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.5. Scheme of Examination for Senior Technical Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none">Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)ReasoningMathematical ability.Administration of Higher Educational Institutions.	45 questions	300
		35 questions	
		35 questions	
		35 questions	
TOTAL		150	300
<ul style="list-style-type: none">This test will only be for shortlisting and will have no weightage in the final assessment.For further details Section III needs to be referred.			

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

Stage 2: Selection of candidates



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 3 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Knowledge and application of Laboratory Procedures and norms. Knowledge of Computers with special reference to knowledge of Software Packages of Word Processing, Data Analysis. Educational Administration and Management. Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules) 	300
TOTAL		300

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

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

b) Skill Test

Description		Time	Marks
Skill Test	Skill Test <ul style="list-style-type: none"> Knowledge and application of Laboratory Practices and Procedures. Knowledge of Computers with special reference to knowledge of Packages of Word Processing, Data Analysis Packages etc. (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100	

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

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

- The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in

Signature



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

either of the languages. However, the same medium of language must be used throughout.

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

B.6. Scheme of Examination for Hindi Officer

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below (This stage will not be conducted if the number of applicants is less than the ratio of 1:30, where former is the number of vacant posts for a category and latter is the number of applicants in that category):

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Knowledge of Language of Hindi	25	400
	• Knowledge of Language of English	25	
	• Translation	25	
	• Rajbhasha Adhiniyam, 1963 and	25	



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

	related rules and regulations		
TOTAL		100	400
<ul style="list-style-type: none"> This test will only be for shortlisting and will have no weightage in the final assessment. 			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Basic knowledge of Educational Administration and Management Knowledge of Hindi and English Language Translation Rajbhasha Adhiniyam 	70
TOTAL		70

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

b) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
TOTAL		30

c) Final merit list

The breakup of final merit list will be as follows:

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

Interview/ Personality Test:

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

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दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

1. The question paper for Preliminary Test, Examination (Main) as indicated in Section I and II would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Interview/Personality Test as indicated in preceding sections.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test. Merit shall be drawn on the basis of combined result of such candidates for both these components.

B.6.2 Scheme of Examination for Hindi Translator

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below (This stage will not be conducted if the number of applicants is less than the ratio of 1:30, where former is the number of vacant posts for a category and latter is the number of applicants in that category):

Scheme of the Examination of Preliminary test



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"> Knowledge of Language of Hindi Knowledge of Language of English Translation Rajbhasha Adhiniyam, 1963 and related rules and regulations 	25 25 25 25	200
TOTAL		100	200
<ul style="list-style-type: none"> This test will only be for shortlisting and will have no weightage in the final assessment. 			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Basic knowledge of Educational Administration and Management Knowledge of Hindi and English Language Rajbhasha Adhiniyam Translation 	200
TOTAL		200

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

b) Skill Test

Description	Time	Marks
Skill Test <ul style="list-style-type: none"> Skills of Translation Typing in Hindi and English Dictation in Hindi and English 	As decided by the concerned evaluating experts	<p>The test will be of 100 marks. To qualify, the candidate should obtain minimum 50 marks.</p> <p>This will, however, be only qualifying in nature.</p>

Dr. [Signature]



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

TOTAL	100
<ul style="list-style-type: none">• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.• Skill test will only be qualifying in nature.	

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

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

B.7. Scheme of Examination for Dispatch Rider/Driver

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below (This stage will not be conducted if the number of applicants is less than the ratio of 1:30, where former is the number of vacant posts for a category and latter is the number of applicants in that category):



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"> Traffic Rules and Practices Knowledge about functioning of different automobiles General Awareness driving skills 	100	200
TOTAL		100	200
<ul style="list-style-type: none"> This test will only be for shortlisting and will have no weightage in the final assessment. 			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"> Basic knowledge of traffic Rules and Regulations Mechanism of operation of various automobiles used in Government offices Driving skills 	200
TOTAL		200

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

b) Skill Test

Description		Time	Marks
Skill Test	Skill Test <ul style="list-style-type: none"> Driving Test 	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100	
<ul style="list-style-type: none"> Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. Skill test will only be qualifying in nature. 			



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

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

B.8. Scheme of Examination for Sports Coach

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

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

Stage 2: Skill Test.

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

The candidates shall be shortlisted for the next stage of recruitment i.e. Skill Test through an examination based on MCQ as per details given below:

Scheme of the Examination for Written Test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	Domain knowledge about practice of Sports Coaching and Sports Training, General awareness of National and International Sports	100	200



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

	Practices, Concepts, Policies, Rules and Regulations, Administration and Financial applicability pertaining to the University system, other Sports Institutions and Sports Regulatory Bodies/Authorities		
TOTAL		100	200

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

Stage 2: Skill Test

Description		Time	Marks
Skill Test	Skill Test a) Physical Fitness b) Knowledge of Skills and Techniques c) Application of Skills and Techniques	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100	
Skill Test will only be qualifying in nature.			

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

1. The question paper for Written Test would be bilingual (English and Hindi) and the candidate will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. All the questions in Written Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 marks for each wrong answer. The cut-off for qualifying for the Written Test will be 50% marks of the average score of the top 05% of the candidates. There will be relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. The relaxation will be applicable if the vacancies are advertised in this category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
3. Further, against one vacant post, 30 candidates shall be shortlisted on merit based on Written Test. For more than one post, additional 15 candidates shall be shortlisted for each remaining advertised post. (For example, for one post, 30 candidates; for two posts 45 candidates; for three posts, 60 candidates and so



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

on). The candidates securing same marks as cut-off would be shortlisted for the next stage i.e. Skill Test.

4. The Final Assessment shall be based on Written Test and Skill Test as indicated in preceding section Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Written test and Skill Test. However, merit list will be drawn only on the basis of Written test and Skill Test will only be qualifying in nature.

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

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

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

Stage 2: Skill Test.

Stage 1: Written test

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

Scheme of the Examination of Preliminary test

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

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

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

A. Syllabus for Hindustani Music Accompanists – Tanpura, Harmonium & Sarangi



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1. Definition of Nada and its characteristic features.
2. Definition of Shruti and the number of shrutis.
3. Definition of Swara, the number and types of swars – Shuddha, Komal and Teevra.
4. Definition of Saptak and its types – Mandra, Madhya and Taar.
5. Definition of Raga and its following features - Vadi, Samvadi, Anuvadi, Vivadi, Aroha, Avaroha, Pakad, Audav, Shadav and Sampoorana.
6. Definition of Thaata, names of the ten thaatas of Pt. Bhatkhande and their swaras.
7. Definition of Taal and its various components – Maatra, Tali, Khali, Vibhag, Sam & Theka.
8. Definition of Laya and its three types -Vilambit, Madhya and Drut.
9. Basic knowledge of the following ragas – Bhupali, Yaman, Alhaiya Bilawal, Kafi, Khamaj, Bhairav and Miyan ki Todi.
10. Knowledge of the following talas – Teentaal, Ektaal, Dadra, Kaharva, Jhaptaal, Tilwada, Roopak and Chautala.
11. Categories of instruments: Tat, Sushir, Ghan, Avanaadhha

B. Syllabus for Hindustani Music – Tabla & Pakhawaj

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

C. Syllabus for Karnatak Music – Mridangam

Unit 1. Definition and brief explanation of:

- a) Nada – Ahata and Anahata Nada
- b) Shruti – Nyuna – Pramana - Poorna
- c) Swara and Swarasthana
- d) Tala, Laya, Kalapramana, Akshara kala

Unit 2. Knowledge of Talas and its details.

- a) Sapta tala – Jaati- Gati Varieties: Shadangas, Scheme of 35 Talas
- b) Chaputala and its varieties, Desadi and Madhyadi talas.

Unit 3. Classification of musical instruments in general:-

- a) Tata – Avanaadha – Ghana - Sushira



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

- b) Construction, tuning and playing techniques of Mridangam.
- c) Parts of Mridangam – Varu, Choru, Toppi, Moottu, Kutti, Edamthalai, Valam Talai etc.

Unit 4. Basic Knowledge of Musical forms figuring in Abhyasa gana:-
Varnam, Kriti, Kirtana, Padam, Javali, Tillana, Ragam-Tanam-Pallavi.

Unit 5. Knowledge of Basic Lessons:-
Patha Varisakal – Tatthakaram – Ghumuki – Chollukkattu etc.

Unit 6. Knowledge of Advanced lessons:-
Farans – Korai – Mara – Koruvai – Taniyavarttanam etc.

Unit 7. Specialities of Palghat and Pazhani School of Mridangam Playing.

D. Syllabus for Karnatak Music – Violin & Tanpura

Unit 1. Definition and basic concepts of:
a) Nada – Ahata and Anahata Nada, Varieties in Ahata Nada
b) Sruti – Nyuna, Pramana & Purnasruti
c) Swara – Prakriti and Vikriti swaras, swarasthanas,
d) Vadi, Samvadi, Anuvadi, Vivadi
e) Tala, Laya, Kalapramana

Unit 2. Raga classification-Janaka, Janya system, scheme of 72 Melakarta, Varja & Vakra Raga etc.

Unit 3. Scheme of 35 talas, Suladi Sapta Talas, Chaputala and its varieties, Shadangas, Desadi and Madhyadi talas.

Unit 4. Classification of musical instruments in general and Construction, Tuning and Playing techniques of Tambura, and Violin.

Unit 5. Basic Knowledge of Musical forms figuring in
a) Abhyasa gana :- Geetam, Jatiswaram Varnam
b) Sabha gana-, Kriti, Kirtana, Swarajati, Varnam Padam, Javali, Tillana, Ragam-Tanam-Pallavi.

Unit 6. Basic knowledge of Kalpita Sangita and branches of Manodharma Sangita.

Note: For Tanpura accompanist, the questions will be a combination of syllabus under A for Hindustani Music as well as syllabus under B for Karnatic Music)

Stage 2: Skill Test

Description	Time	Marks
Skill Test • Theoretical and Practical knowledge	As decided by the concerned evaluating	The test will be of 100 marks .



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

	of playing the different instruments for which the candidate has applied for as accompanists.	experts	To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100	

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

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

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

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

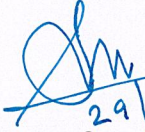


दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

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

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


29/05/2025

उप कुलसचिव (भ. एवं प्रो.)

Deputy Registrar (R&P)



