



**दिल्ली विश्वविद्यालय**  
**UNIVERSITY OF DELHI**

**Scheme of Examination**

**1. Scheme of Examination for the post of Senior Personal Assistant**

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

**No written test.**

**Skill Test Norms**

- (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
- (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

**Note:**

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

## 2. Scheme of Examination for the post of Section Officer

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

### A. Scheme of Examination:

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

#### Note:

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

### 3. Scheme of Examination for the post of Senior Assistant

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

#### A. Scheme of Examination:

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

#### Note:

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

#### 4. Scheme of Examination for the post of Senior Technical Assistant

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

##### A. Scheme of Examination:

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

##### B. Paper I:

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

In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

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

##### C. Paper II:

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

##### Note:

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

## 5. Scheme of Examination for the post of Professional Assistant

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

### A. Scheme of the Examination:

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

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

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

### C. Skill Test:

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

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

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

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:

Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malayalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

**Note:**

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

## 6. Scheme of Examination for the post of Technical Assistant

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

### A. Scheme of Examination:

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

### Paper I:

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

In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

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

### C. Paper II:

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

### Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.

6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.

## 7. Scheme of Examination for the post of Semi Professional Assistant

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

### A. Scheme of the Examination:

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

### B. Paper:

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

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

### Note:

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



## 8. Scheme of Examination for the post of Library Assistant

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

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

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

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

### Note:

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

## 9. Scheme of Examination for the post of Junior Assistant

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

### A. Scheme of Examination:

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

### B. Test components:

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

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

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

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

### Exemption from qualifying the typing test:

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

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

**Note:**

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