



Advt. No. R&P/326/2026

दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Scheme of Examination:

Scheme of Examination for recruitment to the post of Junior Hindi Translator (Post Code: ND0601) under direct recruitment:

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

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 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 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 the PwBD category.



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b) Skill Test

Description		Time	Marks
Skill Test	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	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:

1. The question paper for Preliminary Test, Examination (Main) and Skill Test will be bilingual (English and Hindi), and the applicant will have the option to answer 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 who appeared in the test. If the top 05% of the candidates is found to be less than 02, then average of the marks scored by the top 02 candidates will be considered. There will be a relaxation of 05% marks for candidates belonging to SC/ST category, and 10% for the PwBD category in the cut-off marks.
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary Test for the Examination (Main). For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. For e.g., 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 shall be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and the Skill Test as indicated in Sections I and II. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both the components of final assessment, i.e., Examination (Main) and Skill Test.



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Scheme of Examination for recruitment to the post of Legal Assistant (Post Code: ND0602) under direct recruitment mode:

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.

1. 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 Knowledge, Reasoning and Mathematical ability, Administration of Higher Educational Institutions.	100	200
TOTAL			200
<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 extra per hour will be given to Visually Handicapped, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

2. 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">• Constitution of India and its applicability• Functioning of Higher Educational Institutions and their Nodal Agencies• Service Rules, Service Conditions, Procedures concerning Students’ Admission and Evaluations• Legal Knowledge and Procedures	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.		

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



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b.) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to legal aptitude/ methodology of the concerned subject.	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate must obtain at least 50 marks. This test will, only be 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 the Skill Test.Skill test will only be qualifying in nature.For further details, Section III needs to be referred.			

II. Syllabus:

Preliminary Test MCQ based:

The question would be MCQ based and designed to test the candidates' knowledge in following areas:

a) General Knowledge – 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 Reasoning 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, and commercial mathematics of Secondary and Higher Secondary level.

d) Administration of Higher Educational Institutions- 25 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 the 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 candidate's knowledge in the following areas:



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- Constitution of India and its applicability
- Functioning of Higher Educational Institutions and their Nodal Agencies
- Service Rules, Service Conditions, Procedures concerning Students' Admission and Evaluations
- Legal Knowledge and Procedures

Skill Test:

Skills pertaining to legal aptitude/ methodology of the concerned subject.

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

1. The question paper for Preliminary Test, Examination (Main) and Skill Test will be bilingual (English and Hindi), and the applicant will have the option to answer 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 who appeared in the test. If the top 05% of the candidates is found to be less than 02, then average of the marks scored by the top 02 candidates will be considered. There will be a relaxation of 05% marks for candidates belonging to SC/ST category, and 10% for the PwBD category in the cut-off marks.
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary Test for the Examination (Main). For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. For e.g., 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 shall be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and the Skill Test as indicated in Sections I and II. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both the components of final assessment, i.e., Examination (Main) and Skill Test.



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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 a written test, with respect to the direct recruitment to the posts of Junior Hindi Translator and Legal Assistant.

- a) The employees working on contract/ad hoc/ temporary basis in the University of Delhi and its colleges shall be awarded an 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 on the basis of Examination (Main), an 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) These provisions shall be applicable for employees working on contract/ad hoc/ temporary basis in the University and its colleges as on 25.03.2021.