Information Brochure
and
Guidelines
For filling of Application Form
For recruitment of
Non-Teaching positions in
Kalindi College

Principal
Kalindi College
East Patel Nagar
New Delhi-110008

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Section A :-

Number and Category of Posts

Advertisement Number – KC/Advt/NTS/2021-22/02

Kalindi College invites applications for various Non-Teaching Posts, to be filled on permanent basis, as per VIIth CPC mentioned against each post and usual allowance as per rules of University of Delhi/UGC from time the time.

Sl. No.	Name of the Post	Pay Level	Age	No. of Posts	Category of the Post						Remarks
					UR	OBC	SC	ST	EWS	PwBD	
1.	Administrative Officer	10	35	01	1	-----	---	---	----	----	
2.	Senior Personal Assistant	07	35	01	01	----	---	---	----	----	
3.	Jr. Assistant	02	27	02	-----	01	---	---	01	----	
4.	Tabla Accompanist	04	45	01	01	----	---	---	----	-----	
5.	Semi Professional Assistant	05	30	01	01	----	---	---	----	----	
6.	Laboratory Assistant	04	30	02	02	----	---	---	----	----	
7.	Library Attendant	01	30	08	04	01	---	01	01	01 HI	
8.	Laboratory Attendant	01	30	11	06	02	01	01	01	----	

UR- Unreserved, OBC-Other Backward Classes, SC-Schedule Caste, ST — Schedule Tribe, PwBD-Persons with Benchmark Disability(LD- Loco motor Disability, HI- Hearing Impaired, VI – Visually impaired, MI- Mental Illness) (*Pay Scale as per 7th Pay Commission)

For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit the college website **www.kalindi.du.ac.in** or Delhi University website **www.du.ac.in** . The prescribed application form accompanied by self-attested copies of all the required certificates must reach the college office within 21 days from the date of publishing the advertisement in **Employment Newspaper**. Those in service should apply through proper channel.

College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved / reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualification are as per the University of Delhi / UGC norms. The fee is non-refundable.

Any addendum / corrigendum shall be posted only on the college website.

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Section B:-

Important Date and Fee Details

Last Date of Submission of Application Form	**21 days from the date of advertisement in Employment Newspaper**	
Fee Payable by Candidate	General/Unreserved	Rs. 500/- (Non-refundable)
	*OBC(NCL)/EWS	Rs. 400/- (Non-refundable)
	SC/ST	Rs. 300/- (Non-refundable)
	PwBD & Female candidates	**Exempted from payment**
Date of Examination	To be announced later on college website i.e. www.kalindi.du.ac.in	
Duration of Examination	As mentioned in the Scheme of Examination for specific post contained in the Information Brochure	
Timings of Examination	To be announced later on college website i.e. www.kalindi.du.ac.in	
Information regarding Admit Card	To be announced later on college website i.e. www.kalindi.du.ac.in	

[*OBC-NCL (Other Backward Classes) – NCL (Non-Creamy Layer)as per the Central list of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on http://www.ncbc.nic.in) may mention OBC-NCL (central list) must choose Unreserved / General]

1. The Demand draft should be made in favor of Principal, Kalindi College payable at Delhi with regard to payment of fee as per their respective categories.

2. The applicants must send their application forms by way of speed post / courier / general dak. No application will be received in the college by hand.

3. The applicants are advised to send their applications well before the due date so that it reaches in the college in time.

4. The applications lost in transit or not received by the college by due date shall not be considered. The college will not be held responsible for not considering such applications.

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Section C:-
Detail of Posts and Qualification:-

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW

ESSENTIAL QUALIFICATIONS FOR NON –TEACHING POSTS

1. Administrative Officer

Essential:-

(a) Good Academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% of relaxation in marks of SC//ST/PwD ST category).

Desirable:-
(a) At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department / University / Educational or Research Institute / teaching and/or Research Experience along with proven Administrative Capabilities.
(b) LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D. qualification.

2. Senior Personal Assistant

Essential:-

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary / Personal Assistant / Stenographer / Executive Assistant / Executive Secretary in a Government Department / Universities / Autonoums Bodies / PSUs / Educational Institution recognized by the Government.

Desirable:-

1. Degree / Diploma in Computer Application / Science
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

3. Junior Assistant

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University/Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi. Typewriting through Computers.

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4. Tabla Accompanist

Essential:-

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
3. Diploma / 10+2 examination of any Indian Board and should have undergone training in Tabla / Pakhwaj under an established Guru, for a period of not less than 6 years.

Desirable:-

1. Knowledge of other percussion instruments like Dholak, Naal etc.
2. Knowledge of Hindustani Music, both Vocal and Instrumental.
3. At least of two years of work experience in a University / College/ recognized Institution / A.I.R. / Doordarshan
4. A.I.R. grade will be given preference.

5. Semi Professional Assistant

Essential:-

1. Graduate in Arts /Science/Commerce or any other discipline OR any other higher qualification,
2. B.Lib. Sc. / B.L.I. Sc.
3. Course in Computer application at Graduate or PG Level or 6 months. Computer Course from a recognized / registered Institution.

6. Laboratory Assistant

Essential:-

1. Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject
   OR
2. Graduate with relevant subject

7. Library Attendant

Essential:-

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
2. Certificate in Library Science / Library & Information Science from a recognized Institution.

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Desirable:-

1. Computer as a subject at Secondary level or Basic course in Computers from any Institution.

8. **Laboratory Attendant**

Essential:-

1. Passed 10th or equivalent examination with Science subjects from recognized board.

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Section D:- SCHEME OF EXAMINATION

1. Scheme of Examination for Direct Recruitment to the post of Administrative Officer by Direct Recruitment

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of Administrative Officer by Direct Recruitment:

I. Scheme of the Examination:

Written Test			**Interview/ Personality Test**
MCQ Type (150 QUESTIONS) Paper I	Time : 2 hours*	Max. marks allowed : 150 marks	Max. Marks allowed : 150 marks
Descriptive Type Paper II	Time : 2 hours*	Max. Marks Allowed : 150 marks	
Total Marks (150+150+150)			**450 marks**

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

II. Components of Written Test:

COMPONENTS		**Duration : 2 hours each**	
		No. of Questions	**Marks**
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
Total			**300**

III. Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of

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a well-educated person who has not made a special study of anyparticular scientific discipline

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on **the Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

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IV. Personality Test/Interview:

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

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidates for Interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

(a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.

(b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

(c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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

I. Scheme of the Examination:

	Type of Examination	Time	Max. Marks
Paper-I	MCQ Type	2 Hours*	300 Marks (150 questions)
Paper- II	Descriptive Type	3 hours*	200 Marks
Skill Test	Skill pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner / group of examiners appointed for the purpose)	Time ½ hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in the nature
Total Marks			500

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

Test Components:-

Paper-I	Test Components	Duration : 2 hours	
		No. of Questions	Marks
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	Total	150	300

Paper-II	TEST COMPONENTS	Duration: 3 hours
		Marks
	Descriptive Type	200
	Total	200

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C. Syllabus:-

Paper-1:

(i) Questions pertaining to specific area of the post concerned: - The question will pertain to the specific area / skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – Questions on Law, for Engineer – Questions on Engineering etc.

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

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

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

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

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Paper:- II

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

Topic	Marks Allotted
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions X 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis and packages	25 marks
Essay	50 marks (500 words)

D. Skill Test:-

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

Note:-

1. The question paper 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 throughout.
2. The questions in the written test will be of the level of degree / diploma / examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper – II separately shall be 45% for the unreserved posts and 40% fr the posts reserved for OBC Category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of paper II of a candidate would be evaluated only if the candidate qualifies in Paper-I
5. There shall be negative marking for wrong answers in PaperI to the tune of $1/4^{th}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper-I, Paper-II and skill test separately. The Merit list shall be drawn on the basis of combined scores of paper –I and Paper II only.
7. In case of bunching / bracketing of candidate in the results of the written test, the priority / merit list would be decided as follows:-

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a) The candidate having more marks in aggregate in the examination / degree / diploma which is defined as the minimum eligibility for the respective post will be given preference.
b) In case of further bunching / bracketing of candidates, Candidates senior in age.
c) In case option at (a) and (B) is exhausted, it will be decided through draw of lots.

3. Scheme of Examination for Direct Recruitment to the post of Junior Assistant by Direct Recruitment

The following shall be scheme of Examinations. Components of written test and its syllabus for recruitment to the post of Junior Assistant and equivalent by direct recruitment

A. Scheme of Examination :

Written Test			
	Type of Examination	Time:*	Max Marks:
Paper - I	MCQ Type	3 hours	300 (200 questions)
Paper II	Essay & Comprehensive Test	1.5 hour	100
Total Marks			300

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

B. Test Components

Paper - I	TEST COMPONENTS	Duration 3 hours	
		No. OF QUESTIONS	MARKS
(i)	General Awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
	TOTAL	200	200

Paper - II	TEST COMPONENTS	Duration 1 hours
		MARKS
	Essay, comprehensive & letter writing	100
	TOTAL	100

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

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

C. Syllabus

Part I:-

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

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

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

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

Part-II:

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

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

Note:-

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

a. The candidate having more marks in aggregate in the examination / degree/diploma which is defined as he minimum eligibility for the respective post will be given preference.
b. In case of further bunching /bracketing of candidates, candidate senior in age will be given preference.
c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Scheme of Examination for Direct Recruitment to the post of Hindustani Percussion Music- Accompanist – Tabla/Pakhwaj

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks **Section 1** - MCQ 100 marks (50 questions) **Section 2** – Descriptive 50 marks (5 questions)
Skill Assessment	Time : 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		**150**

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy

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candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief history of Gharanas of Tabla&Pakhawaj.
2. Brief history of Tabla&Pakhawaj.
3. Write the varnas (Bol) of Tabla&Pakhawaj.
4. Write in notation with Thah, Dugun&Chaugun of Jhaptal and Dhamar.
5. Write in notation of Kayada, Rela, Palta, Tihai and ChakradarTukra/ Param in Jhaptal/ Dhamar.
6. Write in notation with Thah, Dugun&Chaugun of Teental/ Chautal.
7. Brief introduction of RupakTala/ TivraTala.
8. Write in Notation with Thah, Dugun&Chaugun of Dadra and Keharva.
9. Write in notation of Kayada, Rela, Palta, Tihai and ChakradaTukra/ Paran in Teental/ Chautal.
10. Write an essay on Vocal and Instrumental Music.
11. Brief introduction of Ektala/Chautala.

Skill Assessment:

1. Demonstration of theka of Jhaptala/Dhamar in Thah, Dugun and Chaugun by the hand beats.
2. Basic Bols (varnas) of Tabla/ Pakhawaj.
3. Two advance Kayadas/Relas with Paltas&Tihai, two simple tukras/Parans, two chakradartukras/Parans inJhaptala/Dhamar.
4. Theka of Teentala/ChautaalwithThah, Dugun, Chaugun and keep the theka by hand beats.
5. Playing knowledge of Ektala and Rupak in barabarkilaya/Chautala&Teevra.
6. Knowledge of four Kayadas/Relas ,Paltas and Tihai, One Simple and ChakradarTukra/Paran in Teentala/Chautaal.
7. One Kayada each of 'Tirkitataka' and 'Dhirkit' in Teentala/Chautaal.
8. Four variation in Keherwa and Dadra Tala.
9. Elementary knowledge of Keherwa and Dadra Talas/ Tivra&Sooltala.
10. Tuning of Tabla/Pakhawaj.
11. Basic knowledge of vocal and instrumental accompaniment.
12. Elementary knowledge of tuning of Tabla/ Pakhawaj.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts

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reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.

4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
   a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
   b) In case of further bunching/bracketing of candidates, candidate senior in age.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

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

A. Scheme of the Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		**450 marks**

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

B. Detailed Syllabus for Paper I:

Paper – I	**TEST COMPONENTS**	**DURATION: 2 hours**	
		NO. OF QUESTIONS	**MARKS**
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50

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(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	**150**	**300**

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

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

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

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

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

C. **Paper - II**: 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.

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Topic	Marks allocated
• 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.	**Section** 1 - MCQ 100 marks (50 questions) **Section 2** – Descriptive 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 questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{th}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.

b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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Scheme of Examination for Direct Recruitment for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ASSISTANT**

A. **Scheme of Examination:**

Written Test		
Paper – I (MCQ) General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		**450 marks**

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

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

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

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

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

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

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

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New Delhi 110008

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

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

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

D. **Skill Test:**

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

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{th}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and

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East Patel Nagar
New Delhi-110008

skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.

7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
   a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
   b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Scheme of Examination for Direct Recruitment to the post of Library Attendant

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

A. Scheme of Examination:

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

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

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

A. Detailed Syllabus:

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

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

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

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

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{th}$ of marks allocated per question.

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New Delhi-110008

5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.

b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ATTENDANT**

Scheme of Examination:

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

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

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

Detailed Syllabus:

(i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science

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pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.
For Computer Laboratory Attendant the questions may be based on computer science and computer applications.

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

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

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

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the

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candidates for skill test.

4. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{th}$ of marks allocated per question.

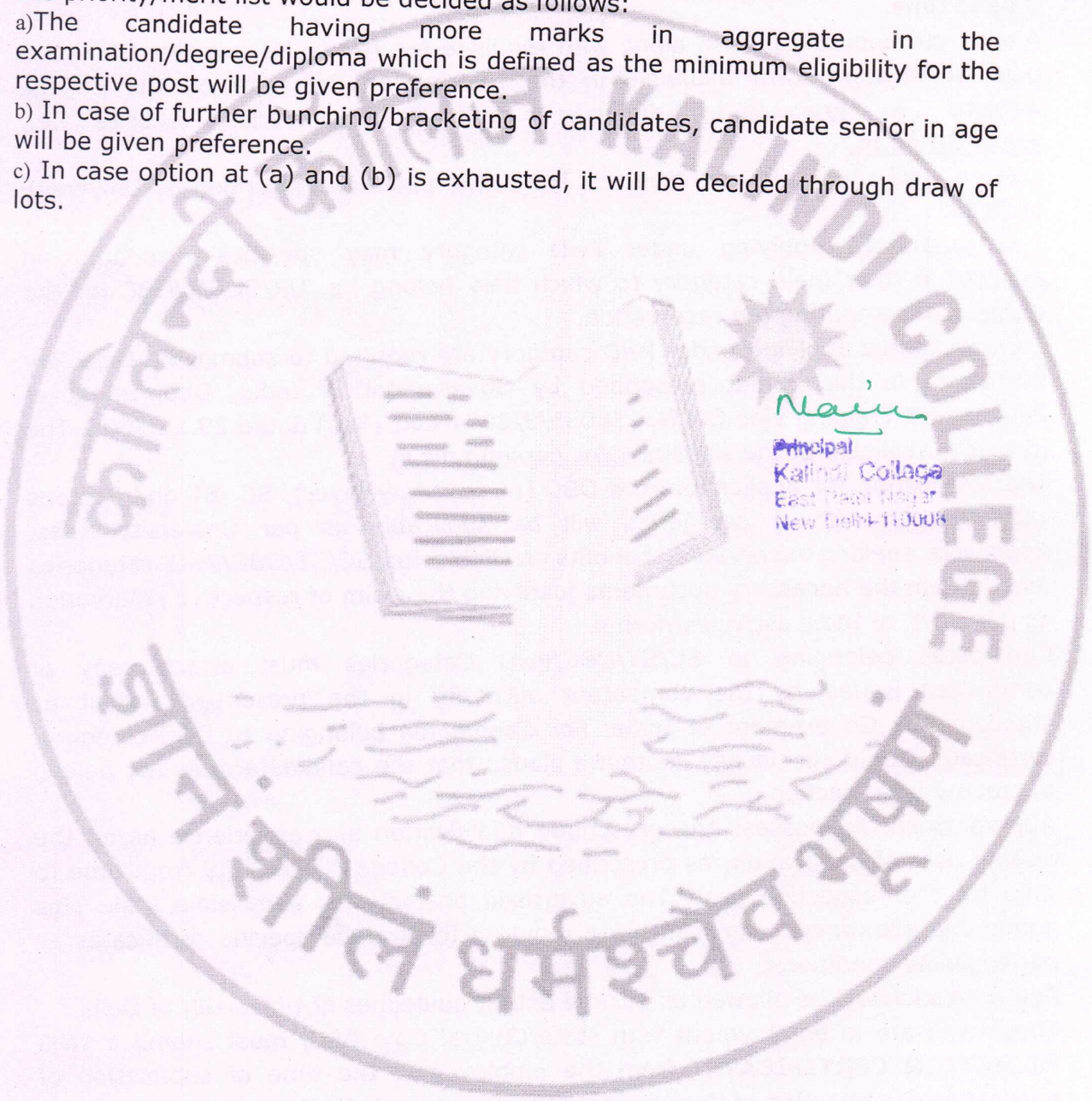
5. Merit list shall be drawn only for candidates who qualify written test.

6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.

b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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New Delhi-110008

Section E:-GENERAL CONDITIONS FOR THE APPLICANTS

1. All the posts will be filled as per the Recruitment Rules (Non-Teaching Employees) 2020 (Under Ordinance XXII-D) of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. A separate application form along with requisite fee has to be submitted for each post. Application form available in the Information Brochure on the College website i.e., **www.kalindi.du.ac.in** and Delhi University website i.e., **www.du.ac.in.**
3. College shall conduct the written test for all the posts as prescribed by University of Delhi.
4. The candidates applying under PwD category may specifically mention in application their main category to which they belong i.e. UR/SC/ST/OBC for the purpose of computing the reservation.
5. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by Government of India, Department of Personnel & Training vide OM No. 36035/3/2004-Estt (Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in
6. The reservation for applicants from OBC (non-creamy layer), SC, ST and Persons with Disability (PwD) categories will be applicable as per University rules. Applicants seeking reservation benefits available for SC/ST/OBC/PwD categories must attach the necessary documents justifying the claim of respective reservation as per Govt. of India list/rules/norms.
7. Candidates belonging to SC/ST/OBC/PwD Categories must attach copy of certificates issued by the competent authority in the prescribed format as stipulated by Government of India. For Candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section.
8. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the College / University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
9. Age relaxation will be allowed as per the extant guidelines of University of Delhi.
10. Those who are in employment with state/Central Govt/PSU, must submit a **"NO OBJECTION CERTIFICATE"** from the employer at the time of submission of application / verification of documents. Failure to submit NOC by due date will lead to cancellation of candidature.
11. Canvassing in any form will be treated as disqualification.
12. Applications which do not meet the criteria given in this advertisement & / or incomplete applications are liable to be summarily rejected.

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East Patel Nagar
New Delhi-110008

13. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
14. The College reserves the right not to fill up some or all posts advertised, if the circumstances so warrant without assigning any reason.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
16. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
17. The College shall not be responsible for any delay due to technical reasons.
18. Candidates called for written test / interview shall do so at their own expenses. No TA/DA shall be paid.
19. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
20. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
21. Based on the declaration made by the candidate in their Registration form/application form, their application will be scrutinized and based on the scrutiny of application, they shall be provisionally declared eligible to appear for Recruitment Examination. Qualified/Selected candidates are subject to multi stage document verification as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
22. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents.
23. The application form with Admit Card duly filled by candidate alongwith the self-attested copies of all testimonials must reach to The Principal, Kalindi College, East Patel Nagar, New Delhi-110008 on or before the last date of submission of application is 21 days from the date of advertisement published in Employment Newspaper.
24. The last date for receiving of application will be twenty one days from the date of publication of the advertisement in Employment News.

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New Delhi-110008

25. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify/withdraw/cancel any communication made to the candidate.

26. In case of any problem kindly send the email to ntsrecruitment2021@kalindi.du.ac.in

HOW TO APPLY:

Eligible candidates are required to download the application form available on the college website: www.kalindi.du.ac.in. Duly filled application form, and admit card (both copies) alongwith the fees of Rs500/-, 400/-, 300/- (For Gen/OBC/EWS/SC/ST) in the form of Demand Draft, drawn in the favour of "**The Principal, Kalindi College**", payable at New Delhi, along with attested photocopies of certificates & testimonials should be sent through speed post/registered post to the college. The candidates are required to apply **only through speed post/registered post** super scribing the envelope as **"APPLICATION FOR THE POST OF _____" CATEGORY _____:**

Note: Any addendum/corrigendum shall be posted only on the College website

Actg. Principal

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New Delhi-110008

कालिन्दी महाविद्यालय
(दिल्लीविश्वविद्यालय)
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E-mail : kalindisampark@kalindi.du.ac.in
Website :www.kalindi.du.ac.in



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:www.kalindi.du.ac.in

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Section F:-

Application Form for Non-Teaching Posts

Affix Passport Size Photograph

Post Applied for : .....

Advt. No. & Date of advert. : .....

Bank Draft No.: .....Date.....

Name of Bank(on which DD drawn).....

1. Name (in block letters):.....
2. Father's/Husband's Name :.....
3. Date of Birth: ☐☐ ☐☐ ☐☐☐☐ Age :..... Years:..... Months.....
   (As on date.....)
   DD MM YYYY
4. Gender :(Male/Female):.....
5. Category(tick): UR ☐ OBC ☐ SC ☐ ST ☐ EWS ☐ PwBD ☐
6. Marital Status : .....
7. Are you physically handicapped ? : .....

If yes, explain the nature and extent of disability .....

8. Nationality : .....
9. Correspondence Address:.....

.....

.....Pin Code :.....

Mobile No :.....Email Id.....

Permanent Address:.....

.....

.....Pin Code :.....

Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action? If so, attach the copy of the Certificate

.....

11. Educational Qualification (Starting From Highest)

S.No.	Examination Passed	Year of Passing	Name of the School/ College/ University attended	Div	Percentage	Subject Offered

10. Technical qualification (if any).....

11. Computer Knowledge, if any,.....

12. Typing Speed :English..... Hindi.....

13. **Work Experience :**

S,No	Name of the Organization	Designation	Duration		Length of Experience
			From	TO	

14. Indicate the time you will require to join, if selected :.....

15. Have you applied for any other post in the College? If so, state the name of the post and date when applied :.....

16. Any other information: .....

Dated :.....

Signature of the Applicant

Declaration :

I declare that all the statement made in the Application Form are true to the best of my knowledge and belief.

Dated :.....

.....

Signature of the Applicant

Forwarded : The facts stated in the above application have been verified and found correct.

Dated :.....

Head of the Department/Institution (with seal)

List of Enclosures

i) .....

ii) .....

iii) .....

iv) .....

v) .....

vi) .....

vii) .....

viii) .....

Details of Two References :-

i) .....

ii) .....

कालिन्दी कॉलिज KALINDI COLLEGE शीलं धर्मश्चैव मुख्यं

कालिन्दी महाविद्यालय
(दिल्लीविश्वविद्यालय)
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Section - G
ADMIT CARD
Candidates' copy

Test/Skill Test for the Post of .....
(To be filled by the Applicant)

(for Office Use)

Roll No. : .....

Date of Examinations : .....

Address of Exam :
KALINDI COLLEGE, EAST PATEL NAGAR,
NEW DELHI-110008

Affix Passport Size Photograph

(To be filled by the applicant)

Applicant Name : .....

Father's/Husband's Name : .....

Category : .....

Address : .....

.....Pin Code.....

Email : .....Mobile : .....

Signature of the Candidate: _____

PRINCIPAL

Note:

1. Candidates must ensure that they are qualified for the above post.
2. No TA/DA shall be paid for written test/interview.
3. Candidates must bring with them Photo Identity Card for identification. No entry in the college shall be allowed without the ID card.
4. Candidates must reach 30 minutes before the exam schedule. No Bags/Calculating device/mobile phone/ electronic gadgets etc are allowed in the examination hall.
5. For more details, please visit the college website: www.kalindi.du.ac.in

कालिन्दी महाविद्यालय
(दिल्लीविश्वविद्यालय)
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Section - G
ADMIT CARD
Candidates' copy

Test/Skill Test for the Post of .....

(To be filled by the Applicant)

(for Office Use)

Roll No. : .....

Date of Examinations : .....

Address of Exam :
KALINDI COLLEGE, EAST PATEL NAGAR,
NEW DELHI-110008

Affix Passport Size Photograph

(To be filled by the applicant)

Applicant Name : .....

Father's/Husband's Name : .....

Category : .....

Address : .....

.....Pin Code.....

Email : .....Mobile : .....

Signature of the Candidate: _____

PRINCIPAL

Note:

1. Candidates must ensure that they are qualified for the above post.
2. No TA/DA shall be paid for written test/interview.
3. Candidates must bring with them Photo Identity Card for identification. No entry in the college shall be allowed without the ID card.
4. Candidates must reach 30 minutes before the exam schedule. No Bags/Calculating device/mobile phone/ electronic gadgets etc are allowed in the examination hall.
5. For more details, please visit the college website: www.kalindi.du.ac.in