

SWAMI SHRADDHANAND COLLEGE
(University of Delhi)
Alipur, Delhi-110036

Ref:..SSC/.NT: Ad/2025-26/292

Dated :- 07/05/2025

Advertisement Notice

Swami Shraddhanand College invites online applications on regular basis for talented and motivated candidates for the following posts, online application link is available on the college website www.ss.du.ac.in. The last date will be 15 days from the date of publication of this advertisement in "Employment News".

Post	UR	SC	ST	OBC	EWS	PwBD	Total
1. Administrative Officer	1	-	-	-	-	-	1
2. Sr. P.A. to Principal	1	-	-	-	-	-	1
3. Senior Assistant	-	-	-	-	-	1(VI)	1
4. Assistant	1	-	-	-	-	-	1
5. Laboratory Attendant	7	2		3	1	-	13

UR : Unreserved, OBC : Other Backward Classes, SC : Scheduled Caste

ST : Scheduled Tribe, PwBD : Person with Benchmark Disability

VI : Visual Impairment including Blindness & low Vision

HI: Hearing Impairment, EWS : Economic Weaker Section.

Sd/-
(Prof. Parveen Garg)
Principal

Administrative officer

Group- A, in the pay Level 10

Age Limit: - 40 years

Essential Qualification:

- i. Master's Degree with at least 55% of marks or an equivalent grade.
- ii. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Note:-

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration, the selection being based on the performance of the candidates in written test and interview.
2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
3. All the direct recruits should possess working knowledge of computers.

Sr. P.A. to Principal

Group- B, in the pay Level 07

Age Limit: - 35 years

Eligibility Conditions:

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/Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
 - i. Dictation: 10 minutes at an average speed of 100w.p.m
 - ii. Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
 - iii. Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

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 establishment.

Note:

1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who comes in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.
3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

Sr. Assistant

Group- B, in the pay Level 06

Age Limit: - 35 years

Essential Qualification:

- i. Bachelor's Degree from any recognized University/Institution.
- ii. Three Years' of experience as Assistant or equivalent in the Level 4.
The experience should be in Central/State Government/University/PSU and other Central/State Autonomous Bodies or equivalent pay package in reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.

Note: The candidate should have proficiency in Computer applications, noting and drafting etc.

Assistant

Group- C, in the pay Level 04

Age Limit: - 32 years

Essential Qualification:

- i. Bachelor's Degree from any recognized Institution/ University.
- ii. Two Years experience as Junior Assistant/Equivalent posts in University /Research Establishment/Central State Govt. /PSU/Autonomous Bodies or equivalent pay package in reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii. Speed in English Typing @35 wpm or Speed in Hindi typing @30 wpm.

Note: The candidate should have proficiency in Computer operations

Laboratory attendant

Pay Scale: (Pay Level 01) Age Limit: 30 years

Essential Qualification: Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.

General Instructions to applicants

1. Before filling up the online application, candidates are advised to carefully go through the Advertisement available on the college website and confirm their eligibility with regard to qualification/experience/age etc., before submitting the application form.
2. A separate application form has to be submitted for each post.
3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the application entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false / incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
4. All candidates who found apparently eligible based on the details given in the application form will be called for the written test and skill test as the case may be and final checking of records of the applicant will be made only for those candidates, who will qualify the examination.
5. Online link available on the College website i.e., www.ss.du.ac.in
6. All the posts will be filled as per the Recruitment Rules 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.
7. The upper age limit prescribed for direct recruitment shall be relax-able in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) and Persons with Disabilities etc., in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
8. The upper age-limit shall also be relax-able up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies/Universities/Affiliated or constituent colleges under the University/Public Sector Undertakings.
9. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service.
10. The applicants should not cross the upper age-limit on the date of advertisement even after relaxation in upper age-limit as per the rules.
11. Application fee is to be deposited as per details given below:
 1. UR/OBC/EWS Rs. 500/-
 2. SC/ST Rs. 250/-
 3. PwBD and female/Women No Fee

12. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready a self-attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India.

13. Candidates are expected to possess the prescribed educational qualification and experience before filling up the online application forms or as on date.

14. Candidates serving in Government/Public Sector Undertakings (including Boards)/Autonomous bodies/Universities/Colleges are required to send their applications through proper channel.

15. Canvassing in any form will be treated as disqualification.

16. Applications which do not meet the criteria given in the advertisement &/ or incomplete application are liable to be summarily rejected.

17. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application are self-Certified copies/testimonials.

18. The numbers of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

19. Fees once paid shall not be refunded under any circumstances.

20. The College reserved the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of may also be filled up from the available candidates.

21. The College shall not be responsible for any delay/loss due to technical reasons.

22. All candidates should have fulfilled the minimum eligibility on the date of advertisement.

23. Candidates called for written test & skill test shall do so at their own expenses. No TA/DA shall be paid.

24. Certificates for candidates belonging to SC/ST/OBC/PwBD issued by the Competent Authority will be accepted.

25. There will be reservation of 4% for Persons with Disability Candidates.

26. Candidates already working are required to upload "No Objection Certificate" along with application.

27. Applications, received after the stipulated time, will not be entertained under any circumstances.

28. The college shall verify the antecedents or documents submitted by the Candidate at the time of document verification for appointment 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.

29. The last date for filling up of **online application is 15 days** from the date of publication of this advertisement in "Employment News", thereafter link of online application will be de-activated, **ONLY** those applicants, who qualify the exam, should bring their duly filled online application form along with the self-attested copies of all testimonials to "The Principal, Swami Shraddhanand College, University of Delhi, Alipur, Delhi- 110036 as per schedule.

Sd/-
(Prof. Parveen Garg)
Principal



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2.5 Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer (In Colleges) under direct recruitment mode:

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

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

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

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 Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	100	400
TOTAL			400
<ul style="list-style-type: none"> This test will only be for shortlisting and will have no weightage in the final assessment. For further details Section III needs to be referred. 			

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

2. Stage 2: Selection of candidates

a.) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	Basic knowledge of the Constitution of India and Indian polity, Educational Administration and Management, Functional aspects of working of Government Bodies and Institutions.	70
TOTAL		70
<ul style="list-style-type: none"> For further details Section III needs to be referred. 		

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



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b) Interview/Personality test

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

c) Final merit list

The breakup of final merit list will be as follows:

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

II. Syllabus:

Preliminary Test MCQ based:

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

a) General Studies – 30 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 – 30 questions

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

c) General Mathematical Ability – 30 questions

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

d) Functioning of Higher Educational Institutions - 10 questions

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

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Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Basic knowledge of the Constitution of India and Indian Polity

Indian Constitution: Evolution, Features, Amendments, Significant provisions and Basic structure, Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these, Structure, organization, and functioning of the Executive and the Judiciary, Ministries and Departments of the Government, Salient features of the Acts pertaining to Reservation and Transparency, Appointment to various Constitutional posts, powers, functions, and responsibilities of various Constitutional Bodies, Statutory, regulatory, and various quasi-judicial bodies.

b) Educational Administration and Management

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

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

c) Functional aspects of working of Government Bodies and Institutions

The questions will be designed to test the candidate's knowledge and awareness of:

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

Interview/ Personality Test:

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

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

1. The question paper for Preliminary and Examination (Main) as indicated in Section I and II would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.



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2. (i) All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category for deciding the cut off for qualifying the Preliminary test for the respective category.

(ii) Further, against one vacant post, 30 candidates shall be shortlisted for appearing in Examination (Main), based on Preliminary test. For more than one vacancy, additional 15 candidates shall be shortlisted for each remaining advertised vacancy. (For e.g. for one vacancy, 30 candidates; for two vacancies, 45 candidates; for three vacancies, 60 candidates and so on). In case of candidates securing same cut-off marks for shortlisting for appearing in Examination (Main) all would be shortlisted for the Examination (Main).
3. The Final result and merit shall be based on Examination (Main) and Interview/Personality Test as indicated in Section I (2)(c).
4. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test.

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2.6 Scheme of Examination for recruitment to the post of Senior Assistant by direct recruitment:

I. The process of Recruitment shall be carried 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: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Knowledge, Reasoning and Mathematical ability, Administration of Higher Educational Institutions.	150	300
TOTAL			300
<ul style="list-style-type: none"> This test will only be for shortlisting and will have no weightage in the final assessment. For further details Section III needs to be referred. 			

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

2. Stage 2: Selection of candidates

a.) Examination (Main)

Scheme of Examination

Scheme of Examination		
Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none">• Educational Administration and Management.• Rules and their application in Higher Educational Institutions.	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 per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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b.) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: <ul style="list-style-type: none">• Management of Administrative Units of the University• Understanding of Manual of Office Procedures• Knowledge of Information Technology• Noting and Drafting	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain 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.• 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 knowledge the candidates' knowledge in following areas:

a) General Knowledge – 35 questions

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

b) Reasoning – 35 questions

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

c) General Mathematical Ability – 35 questions

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

d) Administration of Higher Educational Institutions- 45 questions

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

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Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Educational Administration and Management

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

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

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

Skill Test:

Skills pertaining to:

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

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

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

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2.7 Scheme of Examination for recruitment to the post of Assistant by direct recruitment:

I. The process of Recruitment shall be carried 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: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	150	300
TOTAL			300
<ul style="list-style-type: none"> This test will only be for shortlisting and will have no weightage in the final assessment. For further details Section III needs to be referred. 			

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

2. Stage 2: Selection of candidates

a.) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
	<ul style="list-style-type: none"> Educational Administration and Management. Functional aspects of Rules and their application in Higher Educational Institutions. 	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 per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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University of Delhi

b.) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: <ul style="list-style-type: none"> • Understanding of Manual of Office Procedures • Noting and Drafting • Proficiency in Computer Operations • English Typing @ 35 wpm OR Hindi Typing @ 30 wpm 	As decided by the concerned evaluating experts	The test will be of 100 marks . To qualify, the candidate should obtain 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. • 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 knowledge the candidates' knowledge in following areas:

a) General Studies – 35 questions

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

b) Reasoning – 35 questions

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

c) General Mathematical Ability – 35 questions

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

d) Functioning of Higher Educational Institutions - 45 questions

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

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Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Educational Administration and Management

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

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

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

Skill Test:

Skills pertaining to:

- Understanding of Manual of Office Procedures.
- Noting and Drafting.
- Knowledge of Computers Operations.
- Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm

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

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

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2.8 Special Provisions applicable for direct recruitment of Senior Assistant and Assistant with respect to candidates working in the University or its Colleges on contract/adhoc or temporary basis:

- a) It was observed that the posts of Senior Assistant and Assistant were advertised vide Advertisement No. Estab.IV/290/2021 issued by NTA where in provision for additional marks and relaxation in age for employees working on contract/adhoc or temporary basis was made applicable.
- b) The recruitment process for the aforesaid advertisement could not be completed.
- c) Accordingly, the committee recommends relaxation in age for the employees working on contract/adhoc/temporary basis in the University and its colleges as made applicable to the Advertisement No. Estab.IV/290/2021. Accordingly, upper age limit shall not be insisted upon in the case of candidates working in the University or its Colleges on contract/adhoc/temporary basis in the case of recruitment of Senior Assistant and Assistant subject to the condition that they have put in a minimum of one year of service in the University or its Colleges. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).
- d) The committee accordingly recommends that employees working on contract/adhoc/ temporary basis in the University and its colleges may be awarded additional one mark for each year of service subject to a maximum of 10 marks in Preliminary test for shortlisting of applicants. 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), additional one mark for each year of service subject to a maximum of 10 marks be added to the scores of that employees working on contract/adhoc/ temporary basis in the University and its colleges for the purpose of drawing the final merit list.
- e) The recommendation as detailed above is in line with decision of the Hon'ble Supreme Court's Decision (Civil Appeal No. 1007 with 1008 of 2021) in University of Delhi Vs Delhi University Contract Employees Union & Ors. dated 25.03.2021.
- f) Further, since the candidates working on contract/adhoc/temporary basis in the University and its colleges will be eligible only for the post of Assistant, the recommendation at (d) above will be applicable only to such candidates participating in the recruitment of Assistant.


Joint Registrar (Recruitment)



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4.4.4 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

A. 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

B. 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 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,



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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 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 candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{\text{th}}$ 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.