



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

Scheme of Examination

1. Scheme of Examination for promotion to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

The following shall be the Scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts in the common cadre of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by Promotion:

I. Scheme of the Examination:

Written Test			Service Records	Interview	Total Marks
Details of Paper	Time	Max. Marks	Max. Marks	Max. Marks	
Paper-I (Objective) (75 Questions)	01hour 30 minutes*	75	60	140	
Paper-II (Descriptive)	02 hours 30 minutes*	125			
Total		200	60	140	400
Weightage for final score		50%	15%	35%	100%

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

II. Written Test Components

Components	NO. OF QUESTIONS	MARKS	Duration
Paper-I: General Studies	75	75	01hour 30 minutes
Paper-II University Administration	-	125	02 hours 30 minutes
TOTAL		200	

III. Syllabus:

Paper-I: General Studies

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, Constitution of India, Organization of the machinery of the Government of India, and University of Delhi, Subject of interest and importance on the present day relating to educational policy of the Government of India and its regulatory bodies.

Paper-II: University Administration

The candidates are expected to have the knowledge of the following rules:-

- i. The University Non-Teaching Employees (Terms & Conditions) of Service.
- ii. The Delhi University Act, Statutes and Ordinances.
- iii. Governance of Colleges.
- iv. Regulations related to various University Examinations and courses of study.
- v. The Recruitment Rules (Non-Teaching Employees), 2008.
- vi. Fundamental and Supplementary Rules.
- vii. Central Civil Services (CCA) Rules.
- viii. Reservations and Concessions for SC, ST, OBC, PH etc.
- ix. General Financial Rules.
- x. CCS (Leave) Rules.
- xi. Budget and Accounts.
- xii. The Right to Information Act.
- xiii. The Public Premises (Eviction of Unauthorized Occupants) Act.

The following Books/websites may be helpful to the candidates for the purpose of examination-

- (1) The Constitution of India.
- (2) India Year Book published by the Publications Division, Govt. of India.
- (3) The University Calendar (Volume-I & II).
- (4) Fundamental and Supplementary Rules (Swamy's compilation).
- (5) The Central Civil Services (Classification, Control and Appeal) Rules, 1965 (Swamy's compilation).
- (6) Compilation of General Financial Rules (Revised and Enlarged) (Swamy's latest edition).
- (7) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
- (8) Manual on Establishment and Administration (Swamy's compilation) (9) Reservations and Concessions for SC, ST, OBC, PH etc. (Swamy's compilation)
- (10) Annual Reports of the University.
- (11) Websites of University of Delhi, MHRD, DoPT, Ministry of Finance, Parliament of India and Regulatory Bodies on Higher Education

IV. Service Record:

Service Record would be indicated by the ACR/APAR for the preceding three years.

V. 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 for the written test should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. Merit would be drawn on the basis of result of the written test, service record and personality test and the prescribed weightages prescribed for them.
5. The personality test and assessment of service record would be done by the Committee prescribed in the Appendix to the Recruitment Rules for Promotion to the post.
6. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.

2. Scheme of Examination for Limited Departmental Examination for the post of Section Officer

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

A. Scheme of Examination:

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

Note:

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

3. Scheme of Examination for Limited Departmental Examination for the post of Senior Personal Assistant

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

No written test.

Skill Test Norms

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

Note:

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

4. Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Civil)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Civil)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		200 marks

B. Syllabus of the above paper will be as follows:

1. Surveying

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS & GPS.

2. Construction materials & Practice

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

Classification of Buildings as per NBC, Site investigation for foundation as per NBC – Trial Pit and auger boring, classification of foundations, construction of spread footing and well foundation; Stone and Brick masonry types and principles of construction; Doors and Windows – types fittings and fastenings, types and functions of Lintels, Sunshades and Roofs, Flooring – Construction and types of material; Types of Stairs; Scaffolding; Types of Plastering, Pointing painting and white / Colour Wash.

3. Engineering Mechanics and Strength of materials

Forces- types of forces, Parallelogram, Triangle and Polygon Law of Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law – stress strain diagram, working strength elastic constants, Poisson's ratio, Relationship between elastic constants, compound rods, temperature stresses, strain energy, proof resilience, impact loading; Shear force and bending moment diagrams for simply supported, over hanging and cantilever beams, relation between intensity of loading, Shear force and bending moment; Theory of simple bending, modulus of section, moment of resistance, distribution of shear stress in rectangular, circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, simple built-up columns; Analysis of dam and retaining walls; Simple plane and pin-jointed trusses, Stresses by method of joints and method of sections.

4. Hydraulics

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venture metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open

channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

5. Quantity Surveying

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works as per Indian Standards; General Specifications – earth work, brick / stone masonry in cement mortar, RCC, plastering in cement mortar, Floor finishes with ceramic tiles and marbles, white washing. Colour washing; Standard schedule of rates, lead and lift preparation of lead statement; Computation of earth work – Mid-ordinate, mean Sectional area, Trapezoidal method, Prismoidal Rule; Approximate estimate-Plinth area and cubic rate estimate.

6. Design of Structures (RCC and Steel)

RCC structures: Design philosophies- principles and concepts of working stress method and limit state method, loads and permissible stresses, IS specification, analysis and design-rectangular beam, slab, T-beam, column, footing and stair case.

Steel Structures: Properties of steel section, loads and permissible stresses, IS specifications, Analysis and design- welded joints, beam, column, base tension member; Design of roof truss.

7. Irrigation Engineering

Definition, Duty, delta, base period, rainfall and its measurement, factors affecting runoff methods of computing maximum flood discharge; Classification of head works, component parts of a weir and barrage, factors influencing selection of site –reservoirs and dams; Classification of canals, canal lining, cross drainage works; Soil erosion, water logging, soil water plant relationship; Necessity of irrigation - advantages and disadvantages, irrigation methods.

8. Environmental Engineering

Basics of ecosystem, water supply scheme; Sources of water; Conveyance of water – pipes, joints and laying; Testing of water, drinking water standards; Treatment of water, Distribution of water; Water supply connection to a building.

Quantity of sewage, surface drains, design of sewers running half full, limiting velocities; laying of sewers, sewage, sewer appurtenances; Collection of sewage samples, characteristics of domestic and industrial sewage-BOD, COD; Sewage treatment, septic tank & soak pit, sewage disposal-dilution and sewage farming; House drainage arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

9. Transportation Engineering

Alignment of roads-plain and hilly terrain, surveys; Cross section of road structure, width of pavement, Chamber, Gradient, Super elevation, Transition curves, horizontal and vertical alignment; Pavement making, traffic signs, traffic islands.

Types of soil, classification of soil-Textural IS Classification, physical properties-plasticity, cohesion, consolidation, compaction, permeability, compressibility, soil moisture content, specific gravity, density; Bearing capacity of soil

Note:

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

Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Electrical)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		

B. Syllabus of the above paper will be as follows:

1. Electrical Circuits

KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.

2. Electrical Measurements

Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital voltmeters, phase, frequency measurements, Q-meters, oscilloscopes

3. Control Systems

Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design

4. Analog and digital electronics

Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers, oscillators, combinational and sequential logic circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

5. Electrical Machines

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

6. Power Systems

Basic power generation concepts, transmission line models and performance, Under-ground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

7. Utilization

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

8. Power Electronics and Drives

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives

Note:

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

5. Scheme of Examination for Limited Departmental Examination for the post of Senior Assistant

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

A. Scheme of Examination:

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

Note:

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

6. Scheme of Examination for Limited Departmental Examination for the post of Personal Assistant

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

Scheme of Examination:

A	WRITTEN TEST COMPONENTS (02 Hours)	MARKS
(i)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	30
(ii)	Skills in noting and drafting	30
(iii)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	60
	TOTAL	100
B	Skill Test as described below	Qualifying

Skill Test Norms

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

Note:

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

7. Scheme of Examination for Limited Departmental Examination for the post of Senior Technical Assistant

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

A. Scheme of Examination:

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

B. Paper I:

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

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

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

C. Paper II:

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

Note:

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

8. Scheme of Examination for Limited Departmental Test for Promotion to the post of Professional Assistant

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

A. Scheme of the Examination:

Paper – I Library System etc.	Time: 2 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/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library’s functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (150)		150 marks

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

Topic	Marks allocated
<ul style="list-style-type: none"> • 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)

C. Skill Test:

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

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

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

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below: Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Note:

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

9. Scheme of Examination for Limited Departmental Examination for the post of Technical Assisnt

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

A. Scheme of Examination:

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

Paper I:

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

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

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

C. Paper II:

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

Note:

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

10. Scheme of Examination for Limited Departmental Test for Promotion to the post of Semi Professional Assistant

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

A. Scheme of the Examination:

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

B. Paper:

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

Topic	Marks allocated
<ul style="list-style-type: none">• 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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test in being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.

11. Scheme of Examination for Limited Departmental Examination for the post of Assistant

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

A. Scheme of Examination:

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

Note:

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

12. Scheme of Examination for Limited Departmental Test for Promotion of Library Attendant to Library Assistant

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

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

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

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

Note:

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

13. Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant

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

A. Scheme of Examination:

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

B. Test components:

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

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

SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test*

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

Exemption from qualifying the typing test:

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

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

Note:

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