MAITREYI COLLEGE

NAAC ACCREDITED 'A++' GRADE COLLEGE

(UNIVERSITY OF DELHI)

Bapu Dham Complex, Chankayapuri, New Delhi-110021

Ref.No. MT/Estab./NT/Advt./2026/01 Dated : 26.09.2026

Online applications are invited in the prescribed Application form at weblink **https://dunt.uod.ac.in** from the eligible candidates for appointment to the following non-teaching posts on permanent basis. The last date for receipt of application is 09.10.2026 or within two weeks from the date of publication of the advertisement, whichever is later.

S. No.	Name of the Posts	Pay Level	Total Posts	Vacant					
				SC	ST	OBC	EWS	UR	PwBD*
1	Administrative Officer	10	01	-	-	-	-	-	01 (Locomotor Disability)
2	Senior Assistant	06	01	-	-	-	-	-	01 (Hard of Hearing)
3	Junior Assistant	02	06	-	01	01	-	03	01 (Visual Impairment)
4	Library Attendant	01	11	-	-	01	-	10	
5	**Laboratory Assistant**								
(i)	Botany Department	04	03	-	-	-	-	03	
(ii)	Chemistry Department	04	03	-	-	01	-	02	
(iii)	Physics Department	04	01	01	-	-	-	-	
(iv)	Zoology Department	04	02	01	-	-	-	01	
6	**Laboratory Attendant**								
(i)	Botany Department	01	06	-	-	01	-	05	
(ii)	Chemistry Department	01	08	01	01	02	01	03	
(iii)	Physics Department	01	06	01	-	02	01	01	01 (OBD)
(iv)	Zoology Department	01	04	01	01	01	-	01	

* For the posts reserved for PwBD (LD, HH, VI & OBD), Candidate of any category i.e. UR/SC/ST/OBC/EWS may apply.

Note: SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Sections, UR-Unreserved, PwBD – Persons with Benchmark Disability, LD-Locomotor Disability including leprosy cured, dwarfism, acid attack victims, Cerebral palsy and muscular dystrophy, HH-Hard of Hearing, VI-Visual Impairment including blindness and low vision and OBD-Other Benchmark Disability.

For details, please visit the University website i.e. www.du.ac.in and college website i.e. www.maitreyi.ac.in

Any Addendum / Corrigendum shall be posted on the college website only.

Sd/-
Principal

MAITREYI COLLEGE

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(UNIVERSITY OF DELHI)

Bapu Dham Complex, Chankayapuri, New Delhi-110021

GENERAL INSTRUCTIONS FOR APPLICANTS

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the 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.

2. Applicants are required to register first on the link https://dunt.uod.ac.in Once successfully registered the applicants are advised to fill the complete online application form.

3. Application fees and forms are to be submitted as per details given below:

Application Fee	
General/Unreserved	**₹1000**
OBC (NCL)/EWS/Female	**₹800**
SC/ST/PwBD	**₹600**

- Applicants applying for more than one post must apply separately and pay fees separately.
- Applications with incomplete information or without requisite fee shall be rejected.
- Fees once paid will not be refunded under any circumstances.

4. **AGE RELAXATION:**

(i) The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

(ii) The upper age limit shall also be relaxable 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.

"Regular service" means service rendered by an employee in the Cadre on

regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

(iii) The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).

Further, one time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/adhoc basis in the University or its College(s) provided they have put in at least one year of service is extended to all such persons irrespective of their age at the time of joining the college in respective category.

Note: This exemption is extended only to the contract/daily wages/adhoc employees appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project based assignments or through outsourced agencies in the University or its Colleges.

(iv) The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview/skill test/document verification (if applicable) also even if the same has been submitted earlier.

5. There would be a further relaxation in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwD category. However, SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

6. **CASTE/ CATEGORY CERTIFICATES:**

- Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2026-27 therefore, valid NCL-OBC certificate must be issued on or after 01.04.2026 will be considered valid. Candidates applying under OBC category must produce the valid caste certificate in the form at provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries

in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

- The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM.No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuine certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application but not earlier than 01.04.2026. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
- In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

7. Persons with Benchmark Disabilities (PwBD) Candidates may approach the help desk set up at the College, in case they require any assistance in filling up the application form.
8. Those who are in employment with state/Central Govt/PSU, must submit a **"NO OBJECTION CERTIFICATE"** from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
9. Canvassing in any form will be a disqualification.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University/ College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
11. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
12. All correspondence from the college including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
13. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the College reserves the right not to fill up some

or all posts advertised, if the circumstances so warrant.

14. The College reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.

15. In case of any advertent/inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicant.

16. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the college before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the college.

17. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.

18. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification in online/offline mode 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.

19. 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/Skill Test (as applicable). It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the college.

20. No TA/DA shall be paid to candidates for attending the written test/ skill test/

interview.

21. All the posts shall be filled as per the Non-Teaching Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi/UGC from time to time.
22. The last application submission date is indicated in the present advertisement uploaded on the college website.
23. The candidates are not required to send / submit hard copy of confirmation page to the college office. However, they are advised to retain the hard copy of the confirmation page, and a proof of fee submitted for future need.
24. The candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are of their own (which cannot be changed later) as communication may be sent by college through e-mail or SMS. The candidate should check their email (including spam) and College website on a regular basis.
25. Request for change in any particular in the Application Form shall not be entertained under any circumstances.
26. Any addendum/ corrigendum/ notification shall be posted only on the College Website. It shall be the responsibility of the candidates to visit the college website: **www.maitreyi.ac.in** on regular basis.
27. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their issues at the email id **ntsrecruitment@maitreyi.du.ac.in**

Sd/-
Principal

MAITREYI COLLEGE

NAAC ACCREDITED 'A++' GRADE COLLEGE

(UNIVERSITY OF DELHI)

Bapu Dham Complex, Chankayapuri, New Delhi-110021

Advertisement No.: Recruitment/NTS/2026/01 dated 24.09.2026

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW: -

1. Administrative Officer
Pay Level – 10 (as per 7th CPC)

Maximum Age Limit: 40 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC).

Essential Qualifications:

(i) Master's Degree with at least 55% 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.

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2. Senior Assistant
Pay Level – 6 (as per 7th CPC)
Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi / UGC).

Essential Qualifications:

(i) Bachelor's Degree from any recognized University/Institution.

(ii) Three Years' of experiences 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 Bank with a minimum Annual turnover of at least Rs.200/- Crores or more.

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

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3. Junior Assistant
Pay Level - 2 (as per 7th CPC)

Maximum Age Limit: 32 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Essential Qualifications:

(i) A Bachelor's Degree from any recognized Institute/University.

(ii) English Typing @35 wpm OR Hindi Typing @ 30 wpm

(iii) Proficiency in Computer Operations.

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4. **Laboratory Assistant**
Pay Level – 4 (as per 7th CPC)

Maximum Age Limit: 32 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

<u>Essential Qualifications</u>:
Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

However, the relevant subject will be as decided by the University as per the functional requirement of the Department concerned. (An indicative list of relevant subjects is appended with this table).

The experience should be in University/Research establishment / Central / State Govt./ PSU and other Autonomous Bodies or Private Organization of repute with Annual turnover of minimum Rs. 200/- Crores.

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6. **Laboratory Attendant**
Pay Level – 1 (as per 7th CPC)

Maximum Age Limit: 32 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Essential Qualification:

10+2 with Science stream from any recognized Central/State Board.

OR

10th pass from any recognized Central/State Board with Science as one of the subjects and skill certificate program in Laboratory Technology or ITI in relevant trade.

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7. **Library Attendant**
Pay Level – 1 (as per 7th CPC)

Maximum Age Limit: 32 Years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

<u>Essential Qualifications</u>:
(i) 10+2 or its equivalent examination from a recognized Board.
(ii) Certificate course in Library Science from a recognized Institution.

Note: Candidates shall be assessed for knowledge of Computer Applications.

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**
• 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**
• 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.

b) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
TOTAL		30

- 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.

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.

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.

21/10/24

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**
• 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)	• Educational Administration and Management. • Rules and their application in Higher Educational Institutions.	200
TOTAL		**200**
• 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.

b.) Skill Test

Description		Time	Marks
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	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	

- 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.

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.

5. 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. Merit shall be drawn on the basis of combined result of such candidates for both these components.

B.1.3. Junior Assistant

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs 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 • Mathematical ability, • Administration of Higher Educational Institutions.	150	300
TOTAL			**300**
• This test will only be for shortlisting and will have no weightage in the final assessment			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	a) Basic knowledge of the Constitution of India; working of Indian Political System & Economy; and General Studies. b) Act, Statutes and Ordinances of the University of Delhi.	200
TOTAL		**200**

- 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 the PwBD category.

b) Skill Test

Description		Time	Marks
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	As decided by the concerned evaluating experts	The test will be of **100 marks**. To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL			**100**

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

II. Syllabus:

Preliminary Test MCQ based:

The question will be MCQ based, and will be designed to test the knowledge of the candidates in the 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.

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the knowledge of the candidates in the following areas:

a) Basic knowledge of the Constitution of India; working of Indian Political System & Economy; and General Studies.

The questions shall be based on the various provisions and articles of the Constitution of India, functioning of the Indian Political System and its Economy. Further, questions will also be based on areas of General Awareness and Studies relevant for the day to day functioning of the administration and management of Government.

b) Act, Statutes and Ordinances of the University of Delhi.

The questions shall be based on the provisions of the Acts, Statutes and Ordinances of the University of Delhi and their applicability on the governance and administration of the University and its colleges. The questions shall also be based on other documents and publications notified by the University in this respect.

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 Test, 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 the Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates

belonging to SC, ST and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).

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 example,for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in the preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.1.4. Multi-tasking Staff

(Presently the vacancies are to be outsourced. In case, the University decides to make appointment against these posts following scheme of examination shall apply)

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Basic Knowledge of Hindi or English • Basic Mathematics and Reasoning	50 50	200
TOTAL		100	**200**
• This test will only be for shortlisting and will have no weightage in the final assessment.			

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

Stage 2: Selection of candidates

shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 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 preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.4. Scheme of Examination for Professional Assistant, Semi-Professional Assistant, Library Assistant, Library Attendant

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Functional knowledge of Information Technology and basic tools/software packages for operating Library services through IT.	45 questions	300
	• Reasoning	35 questions	
	• Mathematical ability.	35 questions	
	• Administration of Higher Educational Institutions.	35 questions	
TOTAL		150	**300**
• This test will only be for shortlisting and will have no weightage in the final assessment.			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration:3 hours* MARKS
Examination (Main) (Descriptive)	• Knowledge and application of Library and Information Science Procedures, rules & Regulations and other related subject pertaining to the domain knowledge. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. • Educational Administration and Management. • Rules and their application in Higher Educational Institution. (Knowledge of Domain would be tested as per the requirements of the post and other aspects as defined at S. No. 7 of the respective Recruitment Rules)	300
TOTAL		**300**
• The merit shall be drawn on the basis of this examination.		

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

b) Skill Test

Description		Time	Marks
Skill Test	**Skill Test** • 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. (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of **100 marks**. To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		**100**	
• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. • Skill test will only be qualifying in nature.			

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

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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 cut-off 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 categories and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
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 example, for one post, 30 applications; for two posts, 45 applications; for three posts, 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 preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.5. Scheme of Examination for Senior Technical Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree/qualifications as	45 questions	300

	defined at S. No. 7 of the respective Recruitment Rules) • Reasoning • Mathematical ability. • Administration of Higher Educational Institutions.	 35 questions 35 questions 35 questions	
TOTAL		150	**300**
• 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.

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	**Syllabus in brief**	**Duration: 3 hours***
		MARKS
Examination (Main) (Descriptive)	• Knowledge and application of Laboratory Procedures and norms. • Knowledge of Computers with special reference to knowledge of Software Packages of Word Processing, Data Analysis. • Educational Administration and Management. • Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	300
TOTAL		**300**
• The merit shall be drawn on the basis of this examination		

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

b) Skill Test

Description		**Time**	**Marks**
Skill Test	**Skill Test** • Knowledge and application of Laboratory Practices and Procedures. • Knowledge of Computers with special reference to knowledge of Packages of Word Processing, Data	As decided by the concerned evaluating experts	The test will be of **100 marks**. To qualify, the candidate should obtain minimum 50 marks. This will, however, be

	Analysis Packages etc. (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)		only qualifying in nature.
TOTAL		**100**	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

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

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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 cut-off 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 categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
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 example, for one post, 30 applications; for two posts, 45 applications; for three posts, 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 preceding section. 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. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.6. <u>Scheme of Examination for Hindi Officer, Senior Hindi Translator and Junior Hindi Translator</u>

B.6.1 Hindi Officer

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

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