दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078
दूरभाष/Tel. 011- 41805580, 45051037, Website: https://dducollegedu.ac.in

Advt. No. DDUC/NT/2025/1   **Dated: 12.02.2025**

Online applications are invited in the prescribed Application Form at web link **https://dunt.uod.ac.in** from eligible candidates for appointment to the various posts of Non-Teaching staff, in the College. The last date for receipt of application is **12.03.2025** or two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later. For details, please visit the College website **https://dducollegedu.ac.in**.

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

<div align="right">

OFFICIATING PRINCIPAL

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Important Note:

The details regarding number of vacancies, qualifications, experience etc., are available on the College website along with this advertisement. The applicants are required to read these details before filling up the form.

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G20
भारत 2023 INDIA

Advt. No. DDUC/NT/2025/1   **Dated: 12.02.2025**

Applications are invited for the following permanent Non-Teaching posts in the Pay Level as per 7th CPC mentioned below with usual allowances permissible under the University of Delhi/UGC rules.

S. No.	Name of the Post	Pay Level	Max. Age	Category						Total
				UR	OBC	SC	ST	PwBD	EWS	
1.	Section Officer	7	35	01	-	-	-	-	-	01
2.	Senior Technical Assistant (Computer)	6	30	01	02	-	-	01 (VILV)	-	04
3.	Junior Assistant	2	27	01	02	-	-	01 (VILV)	01	05
4.	Library Attendant	1	30	-	01	-	-	01 (HI)	-	02
5.	Laboratory Attendant*	1	30	04	03	02	01	01 (LD)	01	12
6.	Computer Laboratory Attendant*	1	30	02	-	-	-	-	-	02

* These posts are bifurcated in various departments as under:

S. No.	Name of the Posts	Deptt.	UR	OBC	SC	ST	PwBD	EWS	Total
1.	Laboratory Attendant	Botany	-	-	-	-	01 (LD)	-	01
		Chem.	01	01	01	-	-	01	04
		Elect	01	01	-	-	-	-	02
		Physics	01	01	01	01	-	-	04
		Zoology	01	-	-	-	-	-	01
2.	Computer Laboratory Attendant	Bus. Stud.	01	-	-	-	-	-	01
		Comp. Centre	01	-	-	-	-	-	01

Abbreviations: **UR-**Unreserved, **OBC-**Other Backward Classes, **SC-**Scheduled Caste **ST-**Scheduled Tribe, **PwBD-**Persons with Benchmarks Disability, **EWS-**Economically Weaker Section, **LV-**Low Vision, **HI-**Hearing Impaired, **LD-**Locomotor Disability. **Note:**

1. Candidates fulfilling the eligibility criteria are required to fill the online Application Form available on the college website **https://dducollegedu.ac.in**. Only PwBD candidates will have the option to fill the form offline as well as online which is available on the college website.

2. The number 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. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.

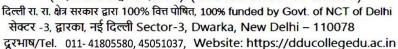**The last date of submission of online application form is 12.03.2025 for this advertisement.**

The link for filling up of online applications by the candidates is **https://dunt.uod.ac.in.** The same is available on college website **https://dducollegedu.ac.in/.**

For qualification and other details, please visit the college website **https://dducollegedu.ac.in/**.

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

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GENERAL INSTRUCTIONS TO THE CANDIDATES:

(Advt. No. DDUC/NT/2025/1 dated: 12.02.2025)

1. Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview (if applicable). The selection shall be based on the performance of the candidate in the written test/skill test and interview (if applicable).

2. The recruitment of the above-mentioned posts will be subject to the approval of the UGC & University of Delhi.

3. College reserves the right to conduct written test for all the posts.

4. The posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.

5. Selection for the above posts shall be based on performance of the candidates in the Written Test/Skill test etc, if any. As per Delhi University Notification No. CSIII/149/Circular/2016/1285 dated 01.01.2017 (Discontinuation of interview for recruitment at all the junior level posts for non-gazetted posts of Group-B, Group-C and Group-C (Erstwhile Group-D) in the University and its colleges/institutions.

6. The upper age-limit as prescribed for direct recruitment shall be relaxed in case of candidates belonging to the reserved categories (SC, ST, OBC, PwBD & Ex-servicemen) in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.

7. 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). The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its college(s) provided they have put in at least one year of service. (The relaxation will be subject to other rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served). This is a one-time exemption available to those who have put in at least one year of service. No relaxation for outsource personnel.

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8. The upper age-limit prescribed for direct recruits shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered at least three years of regular service in organization(s) under Government/Departments/Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges/Public Sector Undertakings.

9. The upper age limit for the posts advertised shall be determined as on the date of the Closing of advertisement, i.e. 12.03.2025.

10. Fee Details: Category-wise :

    General Rs.1000/-

    OBC(NCL)/EWS/Women : Rs. 800/-

    SC/ST/PwBD : Rs. 600/-

11. Candidate belonging to SC/ST/OBC/PwBD/EWS categories should keep ready an attested copy of latest certificates issued by competent authority in the prescribed format as stipulated by Government of India from time to time.

    a   In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. The 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. The Non-Creamy layer-OBC Certificate issued only on or after 01.04.2024 will be considered valid.

    b   Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority as per Govt. of India. Certificate issued only on or after 01.04.2024 will be considered valid.

    c   The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in. Only such persons would be eligible for reservation in services/posts under VH/HI/LD-Locomotor Disability including Cerebral Palsy, Leprosy Cure, Dwarfism, Acid attack victims and muscular dystrophy categories who suffer from not less than 40% of disability.

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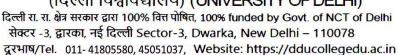**DEEN DAYAL UPADHYAYA COLLEGE**
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d   An Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence services should submit a certificate from a competent authority that they will be relieved from defence services.

12. All the documents to be uploaded while filling up the online application form shall be self-attested.

13. 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.

14. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on closing date of submission of application, **i.e. 12.03.2025.**

15. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in the future-during the process of selection or even after appointment-that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.

16. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel. No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.

17. The candidate or/and writer will have to execute an undertaking at the Examination Centre, providing information in respect of the writer (maximum qualification, etc before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.

18. Applications which do not meet the criteria given in this advertisement and/or incomplete are liable to summarily rejected.

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

20. The number 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.
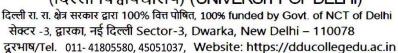
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21. Candidates called for written/skill test shall do so at their own expenses. No. TA/DA shall be paid.

22. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/interview. Only short-listed candidates will be called for written test/skill test. The panel can be drawn for future vacancies which may arise in next one year.

23. No application shall be entertained through Email/Fax.

24. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

25. Admit Cards will not be sent by Post (except for PwBD candidates). Every eligible candidate may download his/her Admit Card having Roll No. of candidate for appearing in the written examination from link available on the the college website (https://dducollegedu.ac.in).

26. A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.

27. The College shall not be responsible for any delay/loss of Admit Card/Application/Documents due to postal in case of PwBD candidates or technical reasons.

28. Applications received without complete information or without requisite fees shall be rejected. Fees once paid shall not be refunded under any circumstances.

29. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates 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.

30. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate.

31. Please note that all future correspondence regarding the date of written examination/s, Skill test etc shall be uploaded on the college website only or/and sent to the email ID provided by the candidates. Candidates should ensure that the email ID provided by them is correct in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.

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32. The eligible and interested persons are required to apply on-line on the college website https://dducollegedu.ac.in. Applications other than on-line mode will not be accepted except in case of PwBD candidates.

33. In order to avoid last minute rush, the candidates are advised to apply early enough. The college will not be responsible for any network problem or any other such type of problem.

34. Candidates from PwBD category can send their Application through offline mode as well to the Principal, Deen Dayal Upadhyaya College. Sector-3, Dwarka. New Delhi-110078 latest by **12.03.2025** by SPEED POST and the hard copies should be super scribed as "APPLICATION FOR THE POST OF _____". Application form is available on College website.

35. **In case of any query/issue, please send a mail at recruitmentnt@ddu.du.ac.in.**

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ELIGIBILITY CONDITIONS ETC. IN RESPECT OF THE FOLLOWING
NON-TEACHING POSTS
(Advt. No. DDUC/NT/2025/1 dated: 12.02.2025)

➢ **SL. No.1**

Name of the Post: - Section Officer

Age Limit for Direct Recruitment: - 35 years

Essential Qualifications: -

1. Graduate from a recognized University

Desirable: -

1. Diploma/Certificate of minimum 06 month duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.

2. Experience in handling educational administration /General Administration/ Purchase/ Account & Finance in a University / Research Institution/Government Department/PSU.

➢ **SL.No.2**

Name of the Post: - Senior Technical Assistant (Computer)

Age Limit for Direct Recruitment: - 30 years

Essential Qualifications: -

1. B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications OR

2. M.Sc. (Computer Science) or MCA, with 01-year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute

➢ **SL.No.3**

Name of the Post: - Junior Assistant

Age Limit for Direct Recruitment: - 27 years

Essential Qualifications: -

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.

2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

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➢ SL.No. 4

Name of the Post: - Library Attendant

Age Limit for Direct Recruitment: - 30 years

Essential Qualifications: -

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.

2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

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

➢ SL.No. 5

Name of the Post: - Laboratory Attendant

Age Limit for Direct Recruitment: - 30 years

Essential Qualifications: -

Should have passed 10th or an equivalent examination with science subjects from recognized board.

➢ SL.No.6

Name of the Post: - Computer Laboratory Attendant

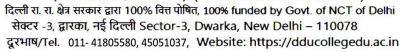**Age Limit for Direct Recruitment: -** 30 years

Essential Qualifications: -

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

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Scheme of Examination (Advt. No. DDUC/NT/2025/1 dated: 12.02.2025)

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

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Section Officer by direct recruitment:

A. **Scheme of the Examination:**

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		**500 marks**

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

B. **Test components:**

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	**MARKS**
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	**150**	**300**

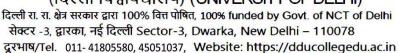| Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	**200**

C.   **Syllabus:**

Paper - I:

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

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

(ii) **Mathematical Ability:** The test 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.

(iii) **Test of English or 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.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:
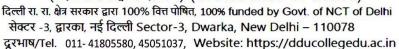
Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

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

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

4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper- I.

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

6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.

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

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

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

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

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2. **Scheme of Examination for direct recruitment for the post of Senior Technical Assistant (Computer)**

The following shall be the scheme of Examination, components of written test and its syllabus for the post of Senior Technical Assistant.

A. Scheme of Examination:

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

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

Paper – I	**TEST COMPONENTS**	**DURATION: 2 hours**	
		NO. OF QUESTIONS	**MARKS**
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40

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(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	**150**	**300**

B. Detailed Syllabus for Paper I:

(i) **General science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.
  For Senior Technical Assistant (Computer) the questions may be based on computer science and computer applications.
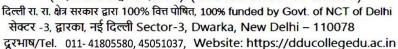
(ii) **General awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

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

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

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

C. Paper - II: Subject specific laboratory based practical questions.

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The paper will cover the following areas:

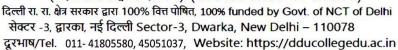| Topic	Marks allocated
• Subject specific laboratory based practical questions • Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	**Section 1** - MCQ 100 marks (50 questions) **Section 2** – Descriptive 50 marks (5 questions)

Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

Note:
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{th}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately.
   The Merit list shall be drawn on the basis of combined scores of Paper I and   Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
   a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
   b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
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3.   Scheme of Examination for direct recruitment for the post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for the post of Junior Assistant.

A. Scheme of the Examination:

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

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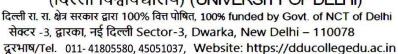
B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	**MARKS**
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
	TOTAL	**200**	**200**

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay, comprehension & letter writing	100
	TOTAL	**100**

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SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

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

C. Syllabus:

Paper I:

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

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

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

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

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Paper – II:

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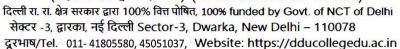
Skill Test:

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

Note:
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{th}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
    a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
    b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
    c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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4. **Scheme of Examination for direct recruitment for the post of Library Attendant**

The following shall be the scheme of Examination, components of written test and its syllabus for the post of Library Attendant.
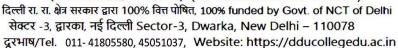
A. Scheme of Examination:

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

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

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

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B. Detailed Syllabus:

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

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include

questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
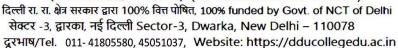
(iii) **Reasoning Ability**: The syllabus of General Intelligence includes questions of both verbal and nonverbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

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

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

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

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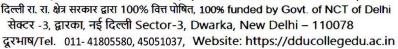दूरभाष/Tel. 011- 41805580, 45051037, Website: https://dducollegedu.ac.in

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

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

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

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

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

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

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5. **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:
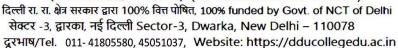
Written Test		
Objective Type (MCQ) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		**300 marks**

*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

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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.

(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 neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

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

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

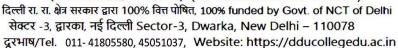**(v) Test of Language English or Test of Language Hindi:**
In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for 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.

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(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)
दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078
दूरभाष/Tel. 011- 41805580, 45051037, Website: https://dducollegedu.ac.in

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

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

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

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

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

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

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भारत 2023 INDIA

6. **Scheme of Examination for direct recruitment for the post of Computer Laboratory Attendant**

The following shall be the scheme of Examination, components of written test and its syllabus for the post of Computer 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

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as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

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

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

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

Note:
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.

3. The minimum overall qualifying marks for 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 1/4th 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.

OFFICIATING PRINCIPAL