

## INFORMATION AT A GLANCE

(Please refer to information brochure & Guidelines for details)

Advertisement for the post of Various Non-Teaching Vacancies

### **Important Dates and fees details:**

Advertisement Reference Number	SLCE/2025-26/NTS/700
Online link for Librarian	<a href="https://rec.uod.ac.in">https://rec.uod.ac.in</a>
Online line for Other Posts	<a href="https://dunt.uod.ac.in">https://dunt.uod.ac.in</a>
Date of publication of Advertisement	10.03.2026
Last Date for filling online Application Form	03.04.2026
<b><u>Fees Payable by Candidate:</u></b> General/Unreserved – Rs.1000/- (Non Refundable) General / UR Female – Rs.800/- (Non Refundable) OBC-NCL/EWS/Female – Rs.800/- (Non Refundable) SC / ST - Rs.600/- (Non Refundable) PwBD – NIL	The fees shall be accepted through online mode only on the above mentioned link
Date of Examination	To ba announced later on College Website i.e. <a href="https://shyamlale.du.ac.in">https://shyamlale.du.ac.in</a>
Timing of Examination	To ba announced later on College Website i.e. <a href="https://shyamlale.du.ac.in">https://shyamlale.du.ac.in</a>
Information regarding Admit Card and Roll No.	To ba announced later on College Website i.e. <a href="https://shyamlale.du.ac.in">https://shyamlale.du.ac.in</a>

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Online applications are invited on the links for the post of Librarian <https://rec.uod.ac.in> and for other posts <https://dunt.uod.ac.in> from the eligible candidates for appointment to the following non-teaching posts on permanent basis latest by 03.04.2026 or within 21 days from the date of publication of the advertisement in the Employment News, whichever is later.

**Note:**

Name of Post	Pay Level as per VII CPC	Total	UR	OBC	EWS	PwBD
Librarian	Academic Pay Level -10	1	1	-	-	-
Administrative Officer	Pay Level - 10	1	-	-	-	1(MI)
Junior Assistant	Pay Level - 02	1	-	1	-	-
Library Attendant	Pay Level - 01	4	2	1	1	-
<b>Total Posts</b>		<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>

1. The candidates are instructed to read carefully the eligibility criteria along with the general instructions before filling the application form. For details, please see the College website: <https://www.shyاملale.du.ac.in>
2. The number, nature and category of posts advertised may vary and the College reserves the right not to fill up some or all the posts advertised, modify or withdraw partial or full advertisement, if the circumstances so warrant.
3. Any addendum/dedendum/corrigendum shall be posted on the College website only. It shall be the responsibility of the candidates to monitor the same.
4. Those in service should apply through proper channel.

**Acronyms:** UR- Unreserved, SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, EWS- Economically Weaker Section, PwBD- Person with Benchmark Disability, MI- Mental Illness.

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## **EDUCATIONAL QUALIFICATIONS & OTHER REQUIREMENTS FOR THE POSTS:**

### **1. LIBRARIAN: (Academic Pay Level – 10)**

#### **Essential Qualification:**

1. A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed).
2. A consistently good academic record with knowledge of computerization of a library.
3. Besides fulfilling the above Qualifications the candidate must have cleared the National Eligibility Test (NET) conducted by UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the "University Grant Commission" (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. Degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / By-laws / Regulations of the Institutions awarding the degree, and the such Ph.D. candidates shall be exempted from the requirement of the NET/SLET/SET for recruitment and appointment of University Assistant Librarian/ College Librarian subject to the fulfillment of the following conditions:-

- a) Ph.D. degree of the candidate awarded in regular mode only
- b) Evaluation of the Ph.D. thesis by at least two external examiners
- c) Open Ph.D. viva voce of the candidate has been conducted
- d) The Candidate has published two research papers from/based on his/her Ph.D. work, out of which at least one must be in a refereed journal
- e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

#### **Note:**

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.
- (ii) NET/SLET/SET shall not be required for candidates in such Master's Programme for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) All the candidates will be required to appear for the written examination to shortlist the candidates for direct recruitment of Librarian as per E.C. resolution no. 44 & 45 dated 18.12.2022 the Scheme of Examination for the post of Librarian is enclosed.
- (iv) The final selection is based on the performance of the candidates in the interview.

## **2. ADMINISTRATIVE OFFICER (Pay Level – 10)**

### **Essential Qualification:**

- 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.

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

## **3. JUNIOR ASSISTANT (Pay Level 02)**

### **Essential Qualification:**

- (i) A Bachelor's Degree from any recognized Institute/ University.
- (ii) English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m.
- (iii) Proficiency in Computer Operations.

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

## **4. LIBRARY ATTENDANT (Pay Level – 01)**

### **Essential Qualification:**

- (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).

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

## **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 for the post of Librarian are required to register first on the Link <https://rec.uod.ac.in> and for other posts 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:

General/Unreserved	-	Rs. 1,000/-
General / UR Female	-	Rs. 800/-
OBC (NCL), EWS, Female	-	Rs. 800/-
SC, ST, Female	-	Rs. 600/-
PwBD	-	Rs. Nil

  - Applications with incomplete information or without requisite fee shall be rejected.
  - Candidates must note that mere deduction of fee from the bank account is not a proof of fee payment. The payment should be supported by updated fee and generation of Confirmation page as proof of successful submission of Application Form.
  - Fees once paid will not be refunded under any circumstances.
4. **AGE RELAXATION:**
  - a. 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.
  - b. 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.
  - c. 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/ad-hoc 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 University in respective category.

**Note:** This exemption is extended only to the contract/daily wages/ad-hoc 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.

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 of 05% 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, reserved 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:**

(i) 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 2025-2026, therefore, valid NCL-OBC certificate issued during the period from 01.04.2025 to 31.03.2026 and as applicable from time to time will be considered valid. Candidates applying under OBC category must produce the valid caste certificate in the form as 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.

(ii) 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 genuinity of the

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 01.04.2025. 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.

(iii) 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 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.
- 8 Canvassing in any form will be a disqualification.
- 9 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
- 10 Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
- 11 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.
- 12 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.
- 13 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.
- 14 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.
- 15 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.

- 16 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.
- 17 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 fulfillment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidates are false or the candidates has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the College.
- 18 No TA/DA shall be paid to candidates for attending the written test/skill test.
- 19 The last application submission date is indicated in the present advertisement uploaded on the University/College website.
- 20 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 problem at the email id (principal@shyamlale.du.ac.in)

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Ref.: No. Estab.IV/UGC Regulation 2018/2023/102

Dated: 14.02.2023

NOTIFICATION

Scheme of Examination to shortlist the candidates for direct recruitment of Assistant Librarian / Deputy Librarian in the University and College Librarian in colleges.

It is hereby notified that in accordance with the Executive Council Resolution No.44 dated 08.12.2022 following shall be the scheme of examination for shortlisting of candidates for direct recruitment of Assistant Librarian / Deputy Librarian, in the University and its Colleges.

**A. Scheme of the Examination:**

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 400 marks (100 questions)
Total Marks		400 marks

\*45 minutes extra would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category

**B. Test components:**

TEST COMPONENTS		DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Concepts, Practices, Rules and Regulations Pertaining to the Universities, Other Higher Educational Institutions and Regulatory Authorities	Part – I 30	120
(ii)	Domain Knowledge and Knowledge about Management of Digital Libraries, E-resources, Institutional Repository, Research Data and Research Metrics like h-index and impact factor, Research and Publication Ethics	Part – II 70	280
TOTAL		100	400

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.

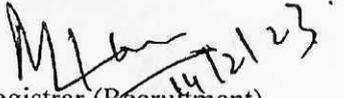
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2. All the questions shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cutoff for qualifying the written test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category.
3. If the number of candidates qualifying the written test is more, then a minimum of 30 candidates for the first vacancy and 15 candidates for every additional vacancy, in each category, shall be called for interview in order of their ranks in the merit list prepared on the basis of result of the written test.
4. The marks awarded to the candidates in the written test shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.

  
Joint Registrar (Recruitment)





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

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

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

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

**1. Stage 1: Preliminary test for shortlisting of applicants**

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

**Scheme of the Examination of Preliminary test**

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	100	400
<b>TOTAL</b>			<b>400</b>

- 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	
<b>TOTAL</b>		<b>70</b>	

- For further details Section III needs to be referred.

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

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b) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
<b>TOTAL</b>		30
<ul style="list-style-type: none"><li>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.</li><li>For further details Section III needs to be referred.</li></ul>		

c) Final merit list

The breakup of final merit list will be as follows:

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

II. Syllabus:

Preliminary Test MCQ based:

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

a) General Studies – 30 questions

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

b) Reasoning – 30 questions

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

c) General Mathematical Ability – 30 questions

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

d) Functioning of Higher Educational Institutions - 10 questions

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

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**Examination (Main)**

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

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

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

b) Educational Administration and Management

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

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

c) Functional aspects of working of Government Bodies and Institutions

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

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

**Interview/ Personality Test:**

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

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

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

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2. (i) All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category for deciding the cut off for qualifying the Preliminary test for the respective category.  
  
(ii) Further, against one vacant post, 30 candidates shall be shortlisted for appearing in Examination (Main), based on Preliminary test. For more than one vacancy, additional 15 candidates shall be shortlisted for each remaining advertised vacancy. (For e.g. for one vacancy, 30 candidates; for two vacancies, 45 candidates; for three vacancies, 60 candidates and so on). In case of candidates securing same cut-off marks for shortlisting for appearing in Examination (Main) all would be shortlisted for the Examination (Main).
3. The Final result and merit shall be based on Examination (Main) and Interview/Personality Test as indicated in Section I (2)(c).
4. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test.

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### 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	<ul style="list-style-type: none"><li>• General Knowledge,</li><li>• Reasoning</li><li>• Mathematical ability,</li><li>• Administration of Higher Educational Institutions.</li></ul>	150	300
<b>TOTAL</b>			<b>300</b>

• 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)	<p>a) Basic knowledge of the Constitution of India; working of Indian Political System &amp; Economy; and General Studies.</p> <p>b) Act, Statutes and Ordinances of the University of Delhi.</p>	200
<b>TOTAL</b>		<b>200</b>

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- 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: <ul style="list-style-type: none"><li>• Management of Administrative Units of the University</li><li>• Understanding of Manual of Office Procedures</li><li>• Knowledge of Information Technology</li><li>• Noting and Drafting</li></ul>	As decided by the concerned evaluating experts	The test will be of <b>100 marks</b> . To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>
<ul style="list-style-type: none"><li>• 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.</li><li>• Skill test will only be qualifying in nature.</li></ul>		

## 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.



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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





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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.



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**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	<ul style="list-style-type: none"><li>Functional knowledge of Information Technology and basic tools/software packages for operating Library services through IT.</li><li>Reasoning</li><li>Mathematical ability.</li><li>Administration of Higher Educational Institutions.</li></ul>	45 questions	300
		35 questions	
		35 questions	
		35 questions	
<b>TOTAL</b>		150	<b>300</b>

• 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)





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### Scheme of Examination

Description	Syllabus in brief	Duration:3 hours*
		MARKS
Examination (Main) (Descriptive)	<ul style="list-style-type: none"><li>• Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations and other related subject pertaining to the domain knowledge.</li><li>• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.</li><li>• Educational Administration and Management.</li><li>• Rules and their application in Higher Educational Institution.</li></ul> (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
<b>TOTAL</b>		<b>300</b>

• 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 <b>Skill Test</b> <ul style="list-style-type: none"><li>• Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations.</li><li>• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.</li></ul> (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 <b>100 marks</b> .  To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>	<b>100</b>	

• 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



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- 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.

*[Handwritten Signature]*