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

Advt No. SSC/DU-60/2021-22/1609

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

S.No.	Post	UR	SC	ST	OBC	EWS	PwBD	Total
1.	Administrative Officer	1	-	-	-	-	-	1
2.	Sr. P.A to Principal	1	-	-	-	-	-	1
3.	Senior Assistant	-	-	-	-	-	1(VI)	1
4.	Junior Assistant	2	-	-	1	-	-	3
5.	Professional Assistant	1	-	-	-	-	-	1
6.	Semi Professional Assistant	2	-	-	-	-	-	2
7.	Sr. Tech. Assistant (Computer)	1	-	-	-	-	-	1
8.	Laboratory Assistant	1	-	-	1	-	1(HI)	3
9.	Laboratory Attendant	5	3	2	4	-	-	14
10.	Library Attendant	-	-	1	2	-	-	3

UR : Unreserved, OBC : Other Backward Classes, SC : Scheduled Caste ST: Scheduled Tribe, PwBD: Person with Benchmark Disability VI: Visual Impairment including Blindness & low Vision, HI: Hearing Impairment, EWS: Economic Weaker Section.

Sd/-
(Prof. Parveen Garg) Principal

E.N. 49/24

Government of India
Ministry of Electronics & Information Technology (MeitY)
Unique Identification Authority of India (UIDAI)
4th Floor, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi - 110001

AADHAAR

Vacancy circular for filling up various posts on deputation (Foreign Service term) basis in UIDAI HQ, Regional Office and State Office.

UIDAI invites applications for filling up the following posts on deputation (Foreign Service term) basis at its HQ, Regional Offices and State Offices from the suitable and eligible officers as per the details given under:

Requires experienced FEMALE

Bhagalpur

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

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

Post	UR	SC	ST	OBC	EWS	PwBD	Total
1. Administrative Officer	1	-	-	-	-	-	1
2. Sr. P.A. to Principal	1	-	-	-	-	-	1
3. Senior Assistant	-	-	-	-	-	1(VI)	1
4. Junior Assistant	2	-	-	1	-	-	3
5. Professional Assistant	1	-	-	-	-	-	1
6. Semi Professional Assistant	2	-	-	-	-	-	2
7. Sr. Tech. Assistant (Computer)	1	-	-	-	-	-	1
8. Laboratory Assistant	1	-	-	1	-	1(HI)	3
9. Laboratory Attendant	5	3	2	4	-	-	14
10. Library Attendant	-	-	1	2	-	-	3

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

ST **: Scheduled Tribe,** PwBD **: Person with Benchmark Disability**

VI **:Visual Impairment including Blindness & low Vision**

HI: **Hearing Impairment,** EWS **: Economic Weaker Section.**

Sd/-
(Prof. Parveen Garg)
Principal

Administrative officer

Group- A, in the pay Level 10
Age Limit: - 35 years
Eligibility Conditions:

Essential Qualification:
Good academic record with Masters Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

Desirable: 1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B. or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

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

Sr. P.A. to Principal

Group- B, in the pay Level 07
Age Limit: - 35 years
Eligibility Conditions:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.

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

Desirable:
1. Degree/Diploma in Computer Application/Science
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishment.

Note:
1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by

mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.

2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who comes in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.

3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

Sr. Assistant

Group- B, in the pay Level 06
Age Limit: - 30 years
Eligibility Conditions
Essential:

1 Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

Note:

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examination. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examination/General Administration/Accounts/Housekeeping /Establishment/HR/Legal/Purchase/Accounts & Finance/Project Management/Public Relations.

2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.

3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

Jr. Assistant

Group- C, in the pay Level 02
Age Limit: - 27 years
Eligibility Conditions
*E*ssential:

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.

Professional Assistant (Library)

Group- B, Non Ministerial in the pay Level 06
Age Limit: - 35 years
Essential Qualification :

1. M.Lib.Sc./M.L.I.Sc. or equivalent

<div align="center">Or</div>

Master's Degree in Arts/Science/Commerce or any other discipline and B.Lib. Sc./B.L.I.Sc.
2. Computer Science paper at Graduate/PG level or 6 months computer science course from a recognized / registered institution.

Semi- Professional Assistant

Pay Level= 05
Age Limit: 30 years
Eligibility Conditions:

Essential Qualification:
      1. Graduate in Art/Science/Commerce or any other discipline or any other higher qualification.
      2. B.Lib. Sc / B.L.I.Sc.
3. Course in computer application at Graduate or PG level or six months computer course from a recognized/ registered institution.

Senior Technical Assistant (Computer)

Pay Scale: (Pay level 06) Age Limit: 30 years

Essential Qualification:
B.E/B.Tech in Computer Science/ Computer Engineering/ Computer Technology/ Information Technology/Electronic/ Electrical/ Electronics & Communications.
Or
M.Sc. (Computer Science) or MCA, with 1 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/ service industry establishment of repute.

Lab. Assistant

Pay Scale: (Pay level 04) Age Limit: 30 years
Essential Qualification:
Should have passed senior secondary (10+2) or an equivalent examination with relevant science subject.
Or
Graduate with relevant subject.

Laboratory attendant (Botany, Chemistry, Physics and Zoology)

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

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

Library Attendant

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

Essential Qualification:

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:

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

General Instructions to applicants

1. Before filling up the online application, candidates are advised to carefully go through the Advertisement available on the college website and confirm their eligibility with regard to qualification/experience/age etc., before submitting the application form.

2. A separate application form has to be submitted for each post.

3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the application entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false / incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

4. All candidates who found apparently eligible based on the details given in the application form will be called for the written test and skill test as the case may be and final checking of records of the applicant will be made only for those candidates, who will qualify the examination.

5. Online link available on the College website i.e., www.ss.du.ac.in

6. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.

7. The upper age limit prescribed for direct recruitment shall be relax-able in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) and Persons with Disabilities etc., in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

8. The upper age-limit shall also be relax-able up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government

Departments/Statutory or Autonomous bodies/Universities/Affiliated or constituent colleges under the University/Public Sector Undertakings.

9. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service.

10. The applicants should not cross the upper age-limit on the date of advertisement even after relaxation in upper age-limit as per the rules.

11. Application fee is to be deposited as per details given below:
    1. UR/OBC/EWS Rs. 500/-
    2. SC/ST Rs. 250/-
    3. PwBD and female/Women No Fee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

28. The college shall verify the antecedents or documents submitted by the Candidate at the time of document verification for appointment during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.

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

Sd/-
(Prof. Parveen Garg)
Principal

Appendix-4 to the Schedule

Scheme of Examination for the posts included in the Schedule (As applicable) .

(The tests as indicated in the Scheme of Examination detailed below may be computer based or otherwise. For Computer based tests, the candidates will be required to mark/type their responses including that for the descriptive papers on the computer).

4.1 Scheme of Examination for Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

4.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by direct recruitment:

I.   Scheme of the Examination:

Written Test			Interview/ Personality Test
MCQ Type (150 questions) Paper I	Time:2 hours*	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type Paper II	Time: 2 hours*	Max. marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			**450 marks**

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

II.   Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			**300**

III.   Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography,** emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (Descriptive Type)

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, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

IV.   Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper 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 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 shortlisting the candidates for Interview.
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 and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
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.

4.3.2 Scheme of Examination for Direct Recruitment to the post of Senior Assistant

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** 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.

(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.

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 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.

4.3.4   Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

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**

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 neighboring 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.

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.

4.4. Technical Posts:

4.4.1 **Scheme of Examination for Direct Recruitment for the post of SENIOR TECHNICAL ASSISTANT**

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

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

The paper will cover the following areas:

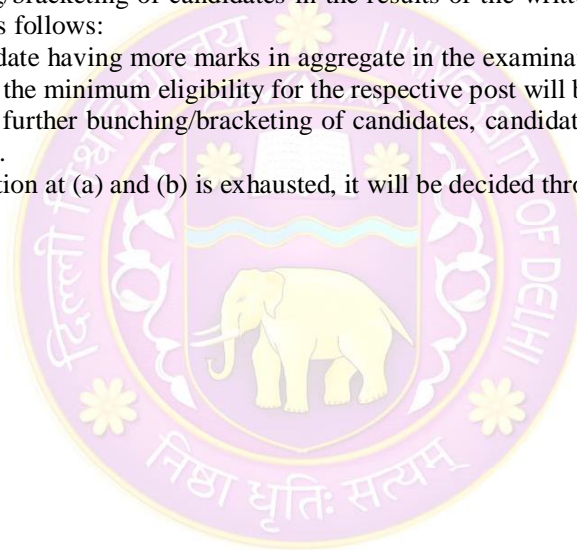| Topic	Marks allocated
• Subject specific laboratory based practical questions • Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	**Section 1** - MCQ 100 marks (50 questions) **Section 2** – Descriptive 50 marks (5 questions)

D. 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.

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

4.4.3 **Scheme of Examination for Direct Recruitment for the post of LABORATORY ASSISTANT**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ASSISTANT**

A. Scheme of Examination:

Written Test		
Paper – I (MCQ) General Science & Awareness (150 questions)	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
(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.

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

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

D. 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 degree/diploma/examination 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.

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

4.4.4 Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ATTENDANT**

A. Scheme of Examination:

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

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

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	**MARKS**
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	**150**	**300**

B. Detailed Syllabus:

(i) General Science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.
For Computer Laboratory Attendant the questions may be based on computer science and computer applications.

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

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

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.

4.5. **Library Posts:**

4.5.1 **Scheme of Examination for Direct Recruitment to the post of Professional Assistant**

The following shall be the scheme of Examination. Components of written test and its syllabus for recruitment to the post of Professional Assistant by direct recruitment:

A. **Scheme of the Examination**:

Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library System etc.	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/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (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)	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**

B. Detailed Syllabus for Paper I:

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

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, 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: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	**Section 1** - MCQ 100 marks (50 questions) **Section 2 –** Descriptive 50 marks (5 questions)

D. Skill Test:

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

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

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

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.

2. The 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 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 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, if any, 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.
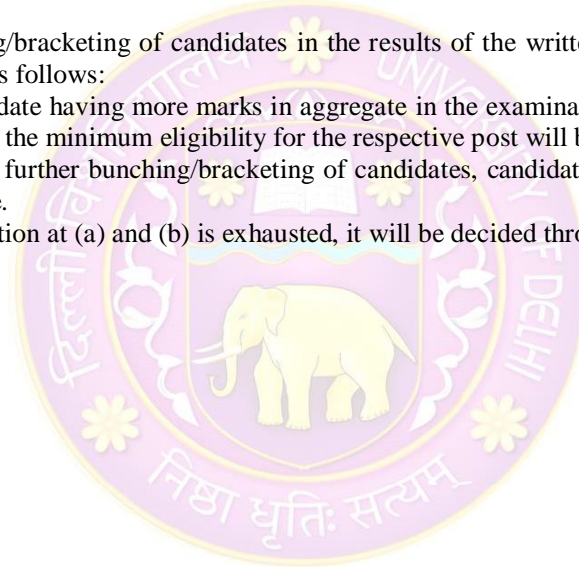
4.5.2   Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Semi Professional Assistant by direct recruitment.

A. Scheme of the Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
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)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	**150**	**300**

B. Detailed Syllabus for Paper I:

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

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, 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: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	**Section** 1 - MCQ 100 marks (50 questions) **Section 2 –** Descriptive 50 marks (5 questions)

Note:
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The 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 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.
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 and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two 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.

4.5.4   Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

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**

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

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