



ज़ाकिर हुसैन दिल्ली महाविद्यालय (सांध्य)

Zakir Husain Delhi College (Evening)

(दिल्ली विश्वविद्यालय) (University of Delhi)

जवाहरलाल नेहरू मार्ग Jawaharlal Nehru Marg, New Delhi-110002

Phone: 011-23231899

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February 09, 2023

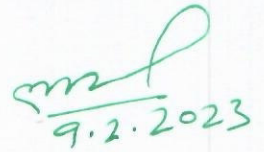
## Schedule for holding written test for the post of Senior Personal Assistant

| Post                      | Test papers | Date and timings  |
|---------------------------|-------------|---|
| Senior Personal Assistant | Paper-1     | 15.02.2023 (Wednesday)<br>*2 hours 2.00 p.m. to 4.00 p.m. |
|                           | Paper-2     | 15.02.2023 (Wednesday)<br>*3 hours 4.30 p.m. to 7.30 p.m. |

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

### NOTE:-

1. All the eligible candidates are required to report at the premise of Zakir Husain Delhi College (Evening) one hour before the schedule of examination. No entry will be entertained after the start of examination.
2. No TA/DA will be paid to the candidates.
3. The candidates are required to bring a hard copy of their complete application form for having clear photo and a copy of photo I.D. card. These documents are strictly mandatory for appearing in the examination. No applicant without hard copy of application form and original & photocopy of photo I.D. card will be permitted to appear in the examination.
4. The list of eligible candidates for appearing in the written test with roll numbers, scheme of examination and detailed syllabus have been placed below.
5. For any additional information, the college will place corrigendum etc. on the college website <https://zhdce.ac.in/> only.
6. Any type of electronic gadget/device including mobile phone is not allowed in the college premise.

  
9.2.2023

**Prof. Masroor Ahmad Beg**  
**Professor-Principal**



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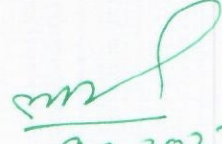
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**Roll number allotted for appearing in the written test of**  
**Senior Personal Assistant**

| S.No. | Form No  | Name          | Roll No. |
|-------|----------|---------------|----------|
| 1     | DDN50495 | Harjeet Singh | SP-5001  |

  
9.2.2023

Prof. Masroor Ahmad Beg  
Professor-Principal

## Scheme of Examination for Direct Recruitment for the post of Senior Personal Assistant

### Scheme of the Examination:

|                    |  |                   |   |
|--------------------|--|-------------------|---|
|                    | Type of Examination  | Time:             | Max. marks:   |
| <b>Paper-I</b>     | MCQ Type   | 2 hours*          | 300 marks<br>(150 questions)  |
| <b>Paper-II</b>    | Descriptive Type   | 3 hours*          | 200 marks   |
| <b>Skill Test</b>  | Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose) | Time:<br>1/2 hrs. | The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature. |
| <b>Total Marks</b> |  |                   | <b>500</b>  |

\*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)     | Questions pertaining to specific area of the post concerned | 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         |
|         | <b>TOTAL</b>  | <b>150</b>         | <b>300</b> |

| Paper-II | TEST COMPONENTS  | DURATION : 3 hours |  |
|----------|------------------|--------------------|--|
|          |                  | MARKS              |  |
|          | Descriptive Type | 200                |  |
|          | <b>TOTAL</b>     | <b>200</b>         |  |

**C. Syllabus:**

**Paper - I:**

- (i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.
- (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 English/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 on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

| Topic  | Marks allocated  |
|--|--|
| Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned. | 100 marks (10 questions x 10 marks)<br>Each question to be answered in 100 words |
| Situation Test analysis, 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)   |

#### D. Skill Test:

The skill test 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 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 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<sup>th</sup> 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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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