



ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)
Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002

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February 15, 2023

NOTICE

The following position in non-teaching staff is to be filled through Limited Departmental Examination (LDE) from amongst the permanent staff of MTS (Office)

S. No.	Name of the post	No. of vacancy	Date & time of Limited Departmental Examination	Eligibility condition
1.	Junior Assistant	01	24.02.2023 Paper-I-MCQ (02 hours) from 3.00 p. m. to 5.00 p.m. Paper-II-Essay in English or Hindi (1 hour) From 5.30 p.m. to 6.30 p.m.	Amongst the matriculate employees working in the college with minimum period of 03 years regular service in the cadre. Employees from library and laboratory are not eligible for the LDE

All the eligible candidates may apply for the post. Application forms can be obtained from S. O. (Administration) and submit it to him up to 21.02.2023.


16.2.2023
Prof. (Dr.) Masroor Ahmad Beg
Professor-Principal



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University of Delhi

4.3.9 Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of Junior Assistant through limited departmental exams.

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2hours	100 marks (100 questions)
Paper-II	Essay in English or Hindi	1 hour	100
Total Marks			200

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
TOTAL		100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay in English or Hindi	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test*	Qualifying speed shall be 30 words per minute, which will 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.

Exemption from qualifying the typing test:

The genuine attempts for exemption from qualifying the typing test on computer after attaining the age of 45 years for the purpose of promotion to the post of Junior Assistant under 25% quota reserved for Multi Tasking Staff (erstwhile Group-D employees) will be determined as follows-

“A minimum typing speed of 15 w.p.m on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”



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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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२

Jawaharlal Nehru Marg, New Delhi - 110002

ID NO.

Post Applied For

Application form for Limited Departmental Examination

1. Name in full :
(in Block Letters)
2. Designation (Present) :
3. Date of appointment :
4. Present Basic Pay :
5. Date of Birth :
6. Academic Qualification:

S. No.	Examination Passed	Year of Passing	University/Board	Division and % of Marks
1.				
2.				
3.				
4.				

I certify that the Information given above is correct to the best of my knowledge.

SIGNATURE.....

NAME.....

DESIGNATION

Date