



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited B++

DEV NAGAR, NEW DELHI-110 005

Celebrating 550<sup>th</sup> Birth Anniversary of Sri Guru Nanak Dev Ji

Ref. No.: \_\_\_\_\_

Dated: 31/12/19

## NOTICE

It has been decided to hold a Limited Departmental Examination (UR -1 post) for promotion to the post of Junior Assistant (Pay Scale in the Pay Matrix (as per 7<sup>th</sup> CPC) – Level -2 (Rs. 19,900/- to Rs. 63,200/-) as per latest recruitment rules and the approved scheme of examination for the post.

### Eligibility for consideration under the 25% LDE quota:

- Amongst the all MTS Group D in the College with at least five years regular service in the cadre (Pay Scale in the Pay Matrix (as per 7<sup>th</sup> CPC): Level-1(Rs.18000 to Rs.56900)
- The scheme of Examination for the Limited Departmental Examination (LDE) is enclosed.
- The date of written test is 18/01/2020 ( Time : 1:00 P.M. )

*Suman Linder*  
(OFTG. PRINCIPAL) 31/12/19

**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:**

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

**B. Test components:**

<b>Paper-I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>
		<b>MARKS</b>
(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
	<b>TOTAL</b>	<b>100</b>

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

<b>SKILL TEST</b>	<b>TEST COMPONENTS</b>	<b>DETAILS</b>
	On spot typing test*	Qualifying speed shall be 30 words per minute, which will tested on a computer (PC).

\*PwD 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'."

**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/PwD 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 comprising of the following:
  - Officer Incharge of the Establishment Non-Teaching
  - Officer Incharge of the Recruitment Section
  - Officer Incharge of College Branch
  - Officer Incharge of the Vigilance Section.
  - Section Officers of the respective Establishment and Recruitment Sections.
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.