



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Junior Assistant
2.	No. of Posts	317
3.	Classification	Group C, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 02
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Selection for Col. 10 (ii) Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (iii) Proficiency in Computer Operations.
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9.	Period of Probation (if, any)	Two years
10.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 who possess Senior Secondary (10+2) or equivalent qualification and have completed minimum three years regular service in the grade, on the basis of the departmental qualifying examination as per scheme specified iii) Promotion: 5% of the vacancies shall be filled on seniority cum-fitness basis from Group 'C' (MTS) employees who have completed minimum five years regular service in post(s) in Pay Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent, after qualifying the type test. Failing which by Direct Recruitment (The qualification will be applicable on new recruits under these Recruitment Rules, if it was not applicable earlier). For Colleges 75% Direct Recruitment 25% Limited Departmental Examination. Failing which by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	As in Column No. 10
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II as applicable, of the Recruitment Rules.



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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	- General Knowledge, - Reasoning - Mathematical ability, - Administration of Higher Educational Institutions.	150	300
TOTAL			300
• 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)	a) Basic knowledge of the Constitution of India; working of Indian Political System & Economy; and General Studies. b) Act, Statutes and Ordinances of the University of Delhi.	200
TOTAL		200



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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: • Management of Administrative Units of the University • Understanding of Manual of Office Procedures • Knowledge of Information Technology • Noting and Drafting	As decided by the concerned evaluating experts	The test will be of 100 marks. To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL			100
• 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. 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.