



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

1.	Name of Post	Library Attendant
2.	No. of Posts	122
3.	Classification	Group C, Ministerial
4.	Scale of Pay/Pay Band/Grade Pay	Pay Level 01
5.	Whether Selection Post or Non-Selection Post (Applicable to Promotion)	Not applicable
6.	Age limit for Direct Recruits	32 years
7.	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. 10+2 or its equivalent examination from a recognized Board. 2. Certificate course in Library Science from a recognized Institution. (Note: Candidates shall be assessed for knowledge of Computer Applications.)
8.	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9.	Period of Probation (if, any)	02 years for Direct Recruits.
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.	Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per Appendix-I/Appendix-II, as applicable, of the Recruitment Rules.



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B.4. Scheme of Examination for Professional Assistant, Semi-Professional Assistant, Library Assistant, Library Attendant

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 MCQ 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	- Functional knowledge of Information Technology and basic tools/software packages for operating Library services through IT. - Reasoning - Mathematical ability. - Administration of Higher Educational Institutions.	45 questions	300
		35 questions	
		35 questions	
		35 questions	
TOTAL		150	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 PwBD category.

Stage 2: Selection of candidates

- Examination (Main)



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Scheme of Examination

Description	Syllabus in brief	Duration:3 hours*
		MARKS
Examination (Main) (Descriptive)	- Knowledge and application of Library and Information Science Procedures, rules & Regulations and other related subject pertaining to the domain knowledge. - Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. - Educational Administration and Management. - Rules and their application in Higher Educational Institution. (Knowledge of Domain would be tested as per the requirements of the post and other aspects as defined at S. No. 7 of the respective Recruitment Rules)	300
TOTAL		300

- The merit shall be drawn on the basis of this examination.

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

b) Skill Test

Description		Time	Marks
Skill Test	Skill Test - 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. (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	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. Note regarding the conduct of recruitment process and finalization of result:

- 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

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Signature



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either of the languages. However, the same medium of language must be used throughout.

2. All the questions in 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 belonging to SC, ST categories 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 same marks as 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 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.