# दिल्ली विश्वविद्यालय
# UNIVERSITY OF DELHI

**Scheme of Examination:**

1. **Scheme of Examination for Recruitment to the Post of Senior Assistant (Post Code: ND0601) under Direct Recruitment:**

**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.

**1. 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: 2 hours 30 minutes*** | |
|---|---|---|---|
| | | **NO. OF QUESTIONS** | **MARKS** |
| Examination MCQ based | General Knowledge, Reasoning and Mathematical ability, Administration of Higher Educational Institutions. | 100 | 200 |
| **TOTAL** | | | **200** |
| • This test will only be for shortlisting and will have no weightage in the final assessment.<br>• For further details, Section III needs to be referred. | | | |

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

**2. Stage 2: Selection of candidates**

a) Examination (Main)

**Scheme of Examination**

| **Description** | **Syllabus in brief** | **Duration: 2 hours*** |
|---|---|---|
| | | **MARKS** |
| Examination (Main) (Descriptive) | • Educational Administration and Management.<br>• Rules and their application in Higher Educational Institutions. | 200 |
| **TOTAL** | | **200** |
| • The merit shall be drawn on the basis of this examination.<br>• For further details, Section III needs to be referred. | | |

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



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b) Skill Test

| **Description** | | **Time** | **Marks** |
|---|---|---|---|
| Skill Test | Skills pertaining to:<br>• Management of Administrative Units of the University<br>• Understanding of Manual of Office Procedures<br>• Knowledge of Information Technology<br>• Noting and Drafting | As decided by the concerned evaluating experts | The test will be of **100 marks**.<br>To qualify, the candidate should obtain 50 marks.<br><br>This will only be 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 the Skill Test.<br>• Skill test will only be qualifying in nature.<br>• For further details Section III needs to be referred. | | | |

## II. Syllabus:

**Preliminary Test MCQ based:**

The question would be MCQ based and designed to test the candidates' knowledge in the following areas:

a) General Knowledge – 20 questions
Section on General Knowledge 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 – 20 questions
Section on Reasoning would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 20 questions
Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, and commercial mathematics of Secondary and Higher Secondary level.

d) Administration of Higher Educational Institutions - 40 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 the Act, Statutes and Ordinances of the University of Delhi.



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**Examination (Main)**

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in the following areas:

a) Educational Administration and Management

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, Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

**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 will be bilingual (English and Hindi), and the applicant will have the option to answer in 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 who appeared in the test. If the top 05% of the candidates is found to be less than 02, then average of the marks scored by the top 02 candidates will be considered. There will be a relaxation of 05% marks for candidates belonging to SC/ST category, and 10% for the PwBD category in the cut-off marks.

3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary Test for the Examination (Main). For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. For e.g., 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 shall be shortlisted for the next stage.



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4. The Final assessment shall be based on Examination (Main) and the Skill Test as indicated in Sections I and II. Skill Test will only be qualifying in nature.

5. Merit shall be drawn for only those shortlisted candidates who have appeared for both the components of final assessment, i.e., Examination (Main) and Skill Test.



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## 2. Scheme of Examination for Recruitment to the Post of Assistant (Post Code: ND0401) under Direct Recruitment:

### 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.

### 1. 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: 2 hours 30 minutes*** | |
|---|---|---|---|
| | | **NO. OF QUESTIONS** | **MARKS** |
| Examination MCQ based | General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc. | 100 | 200 |
| **TOTAL** | | | **200** |
| • This test will only be for shortlisting and will have no weightage in the final assessment.<br>• For further details, Section III needs to be referred. | | | |

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

### 2. Stage 2: Selection of candidates

a.) Examination (Main)

**Scheme of Examination**

| **Description** | **Syllabus in brief** | **Duration: 2 hours*** |
|---|---|---|
| | | **MARKS** |
| | • Educational Administration and Management.<br>• Functional aspects of Rules and their application in Higher Educational Institutions. | 200 |
| **TOTAL** | | **200** |
| • The merit shall be drawn on the basis of this examination.<br>• For further details, Section III needs to be referred. | | |

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



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b.) Skill Test

| **Description** | | **Time** | **Marks** |
|---|---|---|---|
| Skill Test | Skills pertaining to:<br>• Understanding of Manual of Office Procedures<br>• Noting and Drafting<br>• Proficiency in Computer Operations<br>• English Typing @ 35 wpm OR Hindi Typing @ 30 wpm | As decided by the concerned evaluating experts | The test will be of **100 marks**.<br>To qualify, the candidate should obtain 50 marks.<br><br>This will only be 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 the Skill Test.<br>• Skill test will only be qualifying in nature.<br>• For further details Section III needs to be referred. | | | |

## II. Syllabus:

**Preliminary Test MCQ based:**

The question would be MCQ based and designed to test the candidates' knowledge in following areas:

a) General Studies – 20 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 – 20 questions
Section on Reasoning would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 20 questions
Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, and commercial mathematics of Secondary and Higher Secondary level.

d) Administration of Higher Educational Institutions - 40 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 the Act, Statutes and Ordinances of the University of Delhi.



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**Examination (Main)**

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in the following areas:

a) Educational Administration and Management
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, Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

**Skill Test:**

Skills pertaining to:

- Understanding of Manual of Office Procedures.
- Noting and Drafting.
- Knowledge of Computers Operations.
- Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm

**III. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary Test, Examination (Main) and Skill Test will be bilingual (English and Hindi), and the applicant will have the option to answer in 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 who appeared in the test. If the top 05% of the candidates is found to be less than 02, then average of the marks scored by the top 02 candidates will be considered. There will be a relaxation of 05% marks for candidates belonging to SC/ST category, and 10% for the PwBD category in the cut-off marks.

3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary Test for the Examination (Main). For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. For e.g., 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 shall be shortlisted for the next stage.



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4. The Final assessment shall be based on Examination (Main) and the Skill Test as indicated in Sections I and II. Skill Test will only be qualifying in nature.

5. Merit shall be drawn for only those shortlisted candidates who have appeared for both the components of final assessment, i.e., Examination (Main) and Skill Test.

**With respect to the employees working on contract/ad hoc/ temporary basis in the University and its colleges, wherever recruitment is made on the basis of a written test, with respect to the direct recruitment to the posts of Senior Assistant and Assistant.**

a) The employees working on contract/ad hoc/ temporary basis in the University of Delhi and its colleges shall be awarded an additional one mark for each year of service subject to a maximum of 10 marks in Preliminary Test for shortlisting of applicants, if applicable and is conducted. Further, since the Scores for Preliminary Test are only for the purpose of shortlisting of the candidates and merit for final selection is to be drawn on the basis of Examination (Main), an additional one mark for each year of service subject to a maximum of 10 marks shall be added to the scores of the employees working on contract/ ad hoc/ temporary basis in the University and its colleges for the purpose of drawing the final merit list.

b) These provisions shall be applicable for employees working on contract/ad hoc/ temporary basis in the University and its colleges as on 25.03.2021.



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