



दिल्ली विश्वविद्यालय
University of Delhi

Recruitment Rules
(Non-Teaching Employees) 2020
[Under Ordinance XXII-D]



UNIVERSITY OF DELHI
DELHI-110 007



दिल्ली विश्वविद्यालय University of Delhi

RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2020

The Executive Council of the University of Delhi in exercise of the powers conferred under Statute 6(2)(ii) of the Statutes and Ordinance XXII-D of Ordinances framed under the Delhi University Act 1922, hereby makes the following rules for regulating the method of recruitment to non-teaching posts in the University of Delhi, its colleges and matters related thereto.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called “Recruitment Rules (Non-Teaching Employees), 2020”.
- (ii) They shall come into force on the date of its notification.

2. DEFINITIONS:

- (a) “Act” means Delhi University Act, 1922, as amended from time to time.
- (b) “Appendix” means an Appendix to the Schedule to these Rules.
- (c) “Departmental candidate” means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) “Government” means the Government of India (Central Government).
- (e) “Limited Departmental Examination” or “Test” means a competitive test limited to certain category or categories of holders of posts in the Schedule, conducted by the University or its respective college for Promotion to a higher post specified in these Rules.
- (f) “Non-Teaching Employee” means employees of the University other than University Teachers and such other employees defined under Section-1 of the University Non-Teaching Employees (Terms and Conditions of Service) Rules.
- (g) “On probation” in relation to a person, means a person appointed against a substantive post on probation as specified in these Rules.
- (h) “Regular service” means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages or ad-hoc but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- (i) “Schedule” means a Schedule to these Rules.
- (j) “Statutes”, “Ordinance” and “Regulation” means, respectively, the Statutes, Ordinances and Regulations of the University made under the Delhi University Act, 1922.



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- (k) “Selection Committee” means a composition of members of Selection Committee including Departmental Selection Committee specified in the Appendix-1, Appendix-2 and Appendix-3 to the Schedule to these Rules.
- (l) “University” means University of Delhi.
- (m) ‘College(s)’ here means an institution where the University Non-Teaching Employees (Terms and Conditions of Service) Rules are applicable for their non-teaching employees.

3. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE:

- (i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule. (The strength indicated in the schedule is for the University, unless specified otherwise).
- (ii) After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the University of Delhi, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

4. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the Executive Council or the Vice Chancellor or any other Authority under the Act. The Executive Council may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules in consonance with the guidelines/advisory/suggestions of the Regulatory Bodies.
- (ii) The seniority list of the University employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of Central Office of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice Chancellor or Pro-Vice Chancellor or Registrar as the case may be.

The seniority list of the College employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained by the concerned College. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Principal of the respective college.



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(iii) Reservation of posts for various designated reserved categories shall be provided in accordance with the instructions received from the Government of India in this regard from time to time.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules. The same may vary in accordance with University Grants Commission/Ministry of Education notifications in this respect from time to time.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

(i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.

(ii) The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.

(iii) The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.

(iv) The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in atleast one year of service.

(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

(v) (a) For appointment to various posts against Direct Recruitment/Open Selection, the composition of the Selection Committees for different categories of posts will be as given in Appendix-1. Every appointment through Direct Recruitment/Open Selection shall invariably be made only after making an open advertisement on the website and Employment News. Further, in terms of E. C. Resolution No. 236 dated 02.03.1994, the validity of the advertisement is 18 months from last date of submission of applications. This implies that the recruitment process shall be completed before the end of 18 months. However, consequential actions like declaration of result(s), joining of selected candidate(s), validity of panel(s) etc. can be taken beyond 18 months.

(b) For Direct Recruitment wherever a percentage has been prescribed for the minimum qualifying education qualification in these rules, there will be a relaxation of 5% for the applicants belonging to the various designated reserved categories in accordance with the



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instructions received from the Government of India/University Grants Commission in this regard from time to time.

(vi) For Promotion the composition of the Departmental Promotion Committee for different categories of posts will be as given in Appendix-2 and Appendix-3 respectively to the Schedule.

(vii) The Recruitment year for promotions will be calendar year. In cases, where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the officers in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee.

However, this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.

This will also not apply in case the vacancies becoming available during the recruitment year are in excess of the candidates eligible as on 1st January of that recruitment year. Eligibility of the candidates for consideration against such vacancies will be considered appropriately by the DPC.

(viii) Notwithstanding any other provision of these rules, in the case of colleges, where the number of sanctioned posts in a grade in the cadre as detailed in The Schedule to these rules, in Group B and C, is 02 or less, such post(s) shall be filled by promotion (seniority cum fitness) only.

(ix) Notwithstanding any other provision of these rules, where there is no person with minimum number of years of service available in the feeder grade, for the post to be filled through promotion and it is not desirable to keep the post(s) vacant, such post(s) may be filled on Temporary Promotion/Deputation/Short term Contract/Direct Recruitment basis in the following manner:

- i) If there is a candidate in the feeder cadre, who is eligible as per the requirement prescribed for direct recruitment for the post, the post may be filled on temporary promotion basis for a period not exceeding two years depending upon operational requirement or till the post is filled on regular basis, whichever is earlier.
- ii) If there is a likelihood of eligible candidates becoming available in the feeder cadre, in the succeeding one year and there is no likelihood of an additional post falling vacant in that period, the option of deputation/short term contract may be opted.
- iii) If there is a likelihood of eligible candidates becoming available in the feeder cadre in the succeeding one year and there is likelihood of additional posts falling vacant in that period, the option of Direct Recruitment may be opted.

(x) The Promotion/Limited Departmental Examination/Direct Recruitment/Deputation shall be carried out in consideration of the following:



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- (a) The Departmental Promotion Committee will meet at least once in a year, preferably before start of the recruitment year to prepare a panel for the ensuing recruitment year. The Promotion for all Multi-Tasking Staff and Group C & B will be based on seniority-cum-fitness, quality of Annual Confidential Reports/APAR for the last five years and vigilance clearance. For the gradation in ACRs/APARs for the preceding five years, the bench mark for promotion to all posts will be “Very Good” with effect from 2016-17 onwards and “Good” for the preceding period.
- (b) For the purpose of promotion, the eligibility of service and qualification shall continue to be the same as prescribed in the pre-revised rules for persons holding the feeder posts on regular basis on the date of notification of the revised rules.
- (c) Since training is being made compulsory for many posts to be filled by promotions, the College and University authorities should ensure that trainings are conducted regularly. The requirement of training, subject to fulfillment of other eligibility requirement, can be relaxed if necessary training has not been conducted by University/Colleges in the preceding two years. Training programs can be combined to arrive at the requisite duration for the concerned promotion.
- (d) For purpose of appearing in the Limited Departmental Examinations (LDE) for all posts the benchmark in the ACRs/APARs for the preceding three years will be as stated at S.No.(x) (a) above.
- (e) The Limited Departmental Examinations (LDE), wherever prescribed, shall be held once in every recruitment year. In case the LDE is not held for 02 consecutive years despite occurrence of vacancy, the vacant posts of the respective year may be filled on temporary promotion basis for a period of not exceeding two years depending upon operational requirement or till the post is filled on regular basis, whichever is earlier.
- (f) The Scheme of Examination and weightage of marks for Direct Recruitment as well as LDE will be as prescribed by the University from time to time.
- (g) Wherever there is a change in the prescribed percentage for the different modes of recruitment i.e. Promotion/LDE/Direct Recruitment, the revised percentage would be made applicable to the vacancies that arise after the date of notification of these rules.
- (h) In case the post(s) cannot be filled with the prescribed regular mode of appointment as mentioned in the schedule with respect to the concerned post, the same may be filled through deputation/short term contract basis, by inviting applications from the persons serving in the Universities, Higher Educational Institutions (HEIs), Government Departments and Autonomous Bodies, Public Sector Undertakings (PSUs) who are holding analogous posts or holding a post one rank below and fulfilling the prescribed eligibility requirement for direct recruitment.
- (i) Unforeseen vacancies and vacancies arising due to grant of deputation/leave/foreign service to the incumbent(s) or due to appointment of the incumbent(s) on another post for



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a specified period within this University/Colleges may be filled, depending upon operational requirement on temporary basis by promotion from the feeder cadre till the post is filled on regular basis or till the incumbents resume duty on her/his substantive post after availing deputation/leave/foreign service/tenure etc. whichever is earlier.

In case the post(s) are not filled on temporary promotion basis, the same may be filled through deputation/short term contract basis for such period, by inviting applications from the persons serving in the Universities, Higher Educational Institutions (HEIs), Government Departments and Autonomous Bodies Public Sector Undertakings (PSUs) who are holding analogous posts or holding a post one rank below and fulfilling the prescribed eligibility requirement for direct recruitment.

7. PROBATION/DISQUALIFICATION:

Every person appointed shall be governed under the University Non-Teaching Employees (Terms and Conditions of Service) Rules as amended from time to time and such other conditions prescribed by the University from time to time.

8. RESIDUARY MATTERS:

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Act, Statutes, Ordinances, Executive Council decisions/Regulations and other orders issued by the Government of India from time to time.

9. POWER TO RELAX:

When the Executive Council of the University of Delhi, upon a recommendation made by the Vice Chancellor to that effect, is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons.

After notification of these rules, relevant administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with the approval of the Executive Council prior to notification of these Recruitment Rules shall stand superseded, to the extent it contradicts these Rules.

10. REPEAL AND SAVINGS:

Relevant guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these rules shall stand repealed to the extent it contradicts these Rules. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University to the various designated reserved categories in accordance with the orders issued by the Government of India, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

11. INTERPRETATIONS:

(i) For any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.

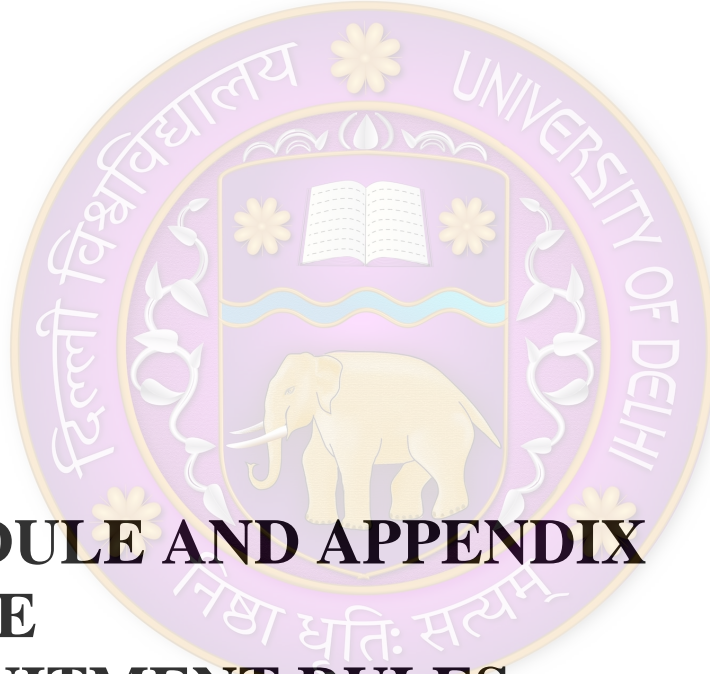


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(ii) Notwithstanding, anything contained in these rules, the Executive Council shall have the power to alter or modify, any of the provisions of these rules.

12. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.



**SCHEDULE AND APPENDIX
TO THE
RECRUITMENT RULES
(NON TEACHING EMPLOYEES) 2020**



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1.	Name of Post	Professional Assistant
2.	No. of Posts	62
3.	Classification	Group B, Non Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none">1. M. Lib.Sc./M.L.I. Sc. or equivalent OR Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc.2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none">1. To perform under the overall supervision of the In-charge of the cell/unit/section and assisting them in routine work;2. Membership and Circulation Work: Performing, supervision and of staff; Issuing the No Dues/Clearance Certificates;3. Acquisition Work: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L./D.L./Librarian; maintenance of records and correspondence; Receiving books on approval and on confirmed order and bills and checking with purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc.4. Periodical work: Soliciting suggestions for renewal and inviting/receiving for subscription of periodicals and their processing ' Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic



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		<p>databases' placing orders for subscription of periodicals and electronic databases; maintaining and controlling the budgetary allocations: issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals</p> <p>5. Technical Processing work: Classification cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; database maintenance and rectification;</p> <p>6. Maintenance of statistics of various nature; report generation both manual as well computerized;</p> <p>7. Reference and Referral Work: Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/information literacy and competency programs; Inter-library loan services and maintenance of records; upkeep and development of reference collection;</p> <p>8. Providing in Internet Access service, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals;</p> <p>9. Performing Opening and Closing work;</p> <p>10. Secretarial Work: Maintenance of files, records registers, stationery items, consumables required in the cell/unit/section</p> <p>11. Stock verification of books, periodicals and other document and permanent store items</p> <p>12. Maintenance of legal documents</p> <p>13. Maintenance of the Library Buildings</p> <p>14. Attending morning, evening and holiday duties as supervisors of shift.</p> <p>15. Any other job assigned from time to time</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by	50% by Promotion 25% by Limited Departmental Examination



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	promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Semi Professional Assistants working in the University with at least 05 years regular service in the grade and possessing the following:</p> <ol style="list-style-type: none">1. Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect) <p>Attended at least two computer training program each of one weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program</p> <p>Limited Departmental Examination: Amongst the Semi Professional Assistants working in the University with at least 03 years regular service in the grade and possessing the following:</p> <p>Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect)</p> <p>Attended at least two computer training program each of one weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program.</p>



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1.	Name of Post	Semi Professional Assistant
2.	No. of Posts	69
3.	Classification	Group B, Non Ministerial
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification. 2. B. Lib. Sc./B.L.I. Sc. 3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by promotion. 25% by Limited Departmental Examination 25% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	For Promotion: Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least five years regular service in the grade and possessing the following: 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification with B. Lib. Sc./B.L.I. Sc. 2. Successfully attended two computers training program of one week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/registered institution. For Limited Departmental Examination: Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least three years regular service in the grade and possessing the following: 1. Graduate in Arts/Science/Commerce or any



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		<p>other discipline OR any other higher qualification with B. Lib. Sc./B.L.I. Sc.</p> <p>2. Successfully attended two computers training program of one week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/registered institution.</p> <p>Note: The requirement of 05 years for promotion/03 years for LDE may be relaxed if the incumbent Library Assistant has a total of 10 years of experience, including experience in lower grade at Pay Level 1 or above.</p>
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1.	Name of Post	Library Assistant
2.	No. of Posts	22
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 03
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none">1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.2. Certificate in Library Science/Library and Information Science from a recognized institution;3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized/registered Institution. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none">1. Secretarial Jobs: Performing the administrative jobs in respective units, like secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc.2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library.



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		<ol style="list-style-type: none">4. Performing the Data Entry Operation;5. Assist user in searching books and periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes).6. Library services for users with special needs;7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation:10. Performing the Scanning work and attending to e-mails;11. Printing of bar code labels and magnetic ships etc.12. Covering and removing the dust covers from the computers while closing and opening the Library Unit, section respectively.13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online
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		<p>Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.</p> <p>14. Performing holiday and weekend and shift duties.</p> <p>15. All other such jobs as may be assigned from time to time.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 25% by Limited Department Examination 25% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>By promotion: Amongst the Library Attendants working in the University with at least five year regular service in the grade and should have attended one computer Training Program of a duration of one week as Library Attendant, conducted by DULS or training of comparable duration from recognized/registered institution, subject to the fulfillment of minimum qualification for Direct Recruitment.</p> <p>By Limited Departmental Examination: Amongst the Library Attendants working in the University with at least 03 year regular service in the grade subject to the fulfillment of minimum qualification for Direct Recruitment.</p>



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1.	Name of Post	Library Attendant
2.	No. of Posts	122
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none">1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.2. Certificate in Library Science/Library & Information Science from a recognized Institution. <p>Desirable:</p> <p>Computer as a subject at Secondary level or Basic course in Computers from any Institution.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none">1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.3. Assist in Opening / Closing of the Library;4. Manning the Check Point/ Property Counter;5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.6. Arrangement of chairs, tables in respective units, sections and in the reading halls.7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.8. Library services for users with special needs;9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other



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		<p>media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.</p> <p>10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;</p> <p>11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.</p> <p>12. Searching out the damaged books and periodicals, mending them and preparing them for binding;</p> <p>13. Pasting of bar code labels and magnetic strips on books, periodicals etc.</p> <p>14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.</p> <p>15. Collection of parcels from Rail, Road and Air etc.</p> <p>16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)</p> <p>17. Attending holiday and weekend and shift duties.</p> <p>18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



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**APPENDIX TO THE SCHEDULE
RECRUITMENT RULES
(NON TEACHING EMPLOYEES) 2020**





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Appendix-1 to the Schedule

Composition of Selection Committees for Direct Recruitment/Open Selection

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Posts higher than the post of Deputy Registrar	<ul style="list-style-type: none">• Vice Chancellor – Chairperson• Pro – Vice Chancellor• A nominee of the Visitor• Treasurer• Two members of the Executive Council nominated by the Vice Chancellor• One representative from SC/ST category• One representative of OBC/Minority/Women/ PwBD category*	<ul style="list-style-type: none">• Not Applicable
2.	Deputy Registrar/ Assistant Registrar/Administrative Officer	<ul style="list-style-type: none">• Vice Chancellor – Chairperson• Pro – Vice Chancellor• Treasurer• Registrar• Two members from the Executive Council nominated by the Vice Chancellor• One External Expert to be nominated by the Vice-Chancellor• One representative from SC/ST category• One representative of OBC/Minority/Women/ PwBD category*	<ul style="list-style-type: none">• Chairperson, Governing Body - Chairperson• One member of the Governing body• One Expert nominated by the Dean of Colleges or Director, SDC• Registrar or nominee• Finance Officer or nominee• Principal of the College or Head of the Institution• Representative from SC/ ST category• One representative of OBC/Minority/Women/ PwBD category*•
3.	Other Group A posts	<ul style="list-style-type: none">• Vice Chancellor – Chairperson• Pro – Vice Chancellor• Treasure• Registrar• One Dean of the Faculties from the relevant discipline/field• Head of the Department of the Department Concerned, if the post is exclusively for the Department.	<ul style="list-style-type: none">• Chairperson, Governing Body - Chairperson• One member of the Governing body to be nominated by the Chairperson• One Expert nominated by the Dean of Colleges/Director South Campus as the case may be.• Registrar or nominee



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		<p>(This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, as the case may be)</p> <ul style="list-style-type: none"> • Two Members of the Executive Council nominated by the Vice Chancellor • One External Expert from the relevant field nominated by Vice Chancellor • Representative from SC/ ST category • One representative of OBC/Minority/ Women/ PwBD category* 	<ul style="list-style-type: none"> • Finance Officer or nominee • Principal of the College or Head of the Institution • Teacher In charge of the Subject, if the post is exclusively for the Subject • Representative from SC/ ST category • One representative of OBC/Minority/Women/ PwBD category*
4.	Group B posts	<ul style="list-style-type: none"> • Pro – Vice Chancellor – Chairperson • Registrar • Finance Officer • One Dean among the Faculties to be nominated by the Vice Chancellor • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) • Representative from SC/ ST category • One representative of OBC/Minority/ Women/ PwBD category* 	<ul style="list-style-type: none"> • Chairperson, Governing Body - Chairperson • Principal of the College or Head of the Institution • Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned (Senior most Officer) • Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library) • One Expert from the University to be nominated by the Dean of Colleges/Director South Campus as the case may be from the relevant field. • Representative from SC/ ST category • One representative of OBC/Minority/Women/ PwBD category*
5.	Group C posts	<ul style="list-style-type: none"> • Registrar - Chairperson • Finance Officer • One Dean among the Faculties to be nominated by the Vice Chancellor • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, 	<ul style="list-style-type: none"> • Principal of the College or Head of the Institution -Chairperson • Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned (Senior most Officer) • Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for



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		<p>University Librarian, as the case may be)</p> <ul style="list-style-type: none">• Representative from SC/ ST category• One representative of OBC/Minority/Women/ PwBD category*	<p>the post existing in the Library)</p> <ul style="list-style-type: none">• One Expert from the University to be nominated by the Dean of Colleges/Director South Campus as the case may be from the relevant field.• Representative from SC/ ST category• One representative of OBC/Minority/Women/ PwBD category*
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Composition of Screening Committee for Direct Recruitment/Open Selection

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Posts higher than the post of Deputy Registrar	<ul style="list-style-type: none">• Dean of Colleges/Director SDC – Chairperson• Two Senior Faculty nominated by the Vice Chancellor• One representative from SC/ ST category	Not Applicable
2.	Deputy Registrar/ Assistant Registrar/Administrative Officer	<ul style="list-style-type: none">• Controller of Examination/Dean, Examination – Chairperson• Dean of a faculty to be nominated by Vice-Chancellor• One Professor to be nominated by the Vice-Chancellor• One representative from SC/ST category	<ul style="list-style-type: none">• Principal – Chairperson• One member of the Governing Body to be nominated by Chairman, Governing Body• A senior faculty to be nominated by the Principal• One representative from SC/ST category
3.	Other Group A	<ul style="list-style-type: none">• One Dean of the faculties from the related discipline field – Chairperson• HOD of Department concerned• One Professor nominated by Vice-Chancellor• One representative from SC/ST category	<ul style="list-style-type: none">• Principal – Chairperson• Teacher in charge in case the post belongs to a particular subject.• A senior faculty to be nominated by the Principal• One representative from SC/ST category
4.	Group B (only for posts for which interview is part of recruitment process.)	<ul style="list-style-type: none">• Registrar or his nominee – Chairperson• Joint Registrar/ Deputy Registrar (Estab. Non-Teaching)• Joint Registrar/ Deputy Registrar (Recruitment)• One representative from SC/ST category	<ul style="list-style-type: none">• Principal – Chairperson• Administrative Officer• Teacher In charge of the subject (College Librarian for posts pertaining to Library)• One representative from SC/ST category

Note:

1. *Where the Selection Committee is constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one member belonging to SC/ST, one member belonging to OBC category and one member belonging to minority community in such Committees/ Boards. Further, one of the members of the Selection Committee/ Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that



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where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.

2. At least three members including the Chairperson but excluding the representative of designated reserved categories. Presence of representative of the designated reserved category, as indicated in the relevant tables will however be mandatory.
3. For Group B (Non-Gazette level posts) and Group C the skill test may be conducted in accordance with Scheme of Examination.
4. For such Group B and Group C posts, where interview is not part of recruitment process, the Selection Committee will recommend the candidates on the basis of written test and/or skill test.





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Appendix-2 to the Schedule

Composition of Departmental Promotion Committees (DPCs)

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Deputy Registrar and equivalent posts	<ul style="list-style-type: none"> • Pro Vice Chancellor – Chairperson • Dean of Colleges or Director, South Campus • Treasurer • Registrar • Controller of Exams/Dean (Exams) • One representative from SC/ST category 	<ul style="list-style-type: none"> • Chairperson, Governing Body – Chairperson • Nominee of the Dean of Colleges or Director, South Campus • Registrar or Nominee • Finance Officer or Nominee • Principal or Head of the Institution • One representative from SC/ST category
2.	All other Group A posts	<ul style="list-style-type: none"> • Pro – Vice Chancellor – Chairperson • Dean of Colleges or Director, South Campus • Treasurer • Registrar • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, as the case may be) • One representative from SC/ST category 	<ul style="list-style-type: none"> • Chairperson, Governing Body – Chairperson • Principal of the College or Head of the Institution • Nominee of the Dean of Colleges or Director, South Campus • Nominee of the Registrar • Teacher In charge of the Subject, if the post is exclusively for the Subject • One representative from SC/ST category
3.	Group B posts	<ul style="list-style-type: none"> • Pro-Vice-Chancellor – Chairperson • Registrar or Joint Registrar • Finance Officer • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) • One representative from SC/ST category 	<ul style="list-style-type: none"> • Principal – Chairperson • Nominee of the Registrar • Joint Registrar/Deputy Registrar/ Assistant Registrar of the University as an expert to be nominated by the Dean of Colleges/Director, South Campus. • Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned (Senior-most). • Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library) • One representative from SC/ST category



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S. No	Category of Posts	Composition for University	Composition for Colleges
4.	Group C posts	<ul style="list-style-type: none">Registrar – ChairpersonFinance Officer or his nomineeHead of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be)Deputy Registrar (Estab.)/Assistant Registrar (Estab)One representative from SC/ST/OBC/PwBD category	<ul style="list-style-type: none">Principal – ChairpersonNominee of RegistrarJoint Registrar/Deputy Registrar/ Assistant Registrar of the University as an expert to be nominated by the Dean of Colleges/Director, South Campus.Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. (Senior most).Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library)One representative from SC/ST/OBC/PwBD category

Note:

1. At least three members including the Chairperson but excluding the representative of designated reserved categories. Presence of representative of the designated reserved category, as indicated in the relevant tables will however be mandatory.
2. For Group B posts (for which there is no provision for interview) and Group C posts, skill test may be conducted in accordance with the scheme of examination.



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Appendix-3 to the Schedule

Composition of the Committee for Promotion through LDE (To Examine the Eligibility of the Candidate, Who Has Cleared the LDE)

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Group B and C posts	<ul style="list-style-type: none">Joint Registrar/ Deputy Registrar of the Establishment Non-Teaching - ChairpersonJoint Registrar/ Deputy Registrar of the Recruitment SectionNominee of the Head of the Department concerned, if the post is exclusively for the Department. (This would include Nominee of Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be)One representative from SC/ST category	<ul style="list-style-type: none">Principal – ChairpersonJoint Registrar/ Deputy Registrar/Assistant Registrar of University to be nominated by Dean of Colleges/Director, South CampusJoint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. (Senior most).One representative from SC/ST category

Note:

1. At least three members including the Chairperson but excluding the representative of designated reserved categories. Presence of representative of the designated reserved category, as indicated in the relevant tables will however be mandatory.
2. For Group B (Non-Gazette level posts) and Group C the skill test may be conducted in accordance with Scheme of Examination.



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Appendix-4 to the Schedule

Scheme of Examination for the posts included in the Schedule (As applicable).

(The tests as indicated in the Scheme of Examination detailed below may be computer based or otherwise. For Computer based tests, the candidates will be required to mark/type their responses including that for the descriptive papers on the computer).

4.1 Scheme of Examination for Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

4.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
MCQ Type (150 questions) Paper I	Time:2 hours*	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type Paper II	Time: 2 hours*	Max. marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			450 marks

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

II. Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			300



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III. Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (Descriptive Type)

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, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.



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IV. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper 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. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidates for Interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.5. Library Posts:

4.5.1 Scheme of Examination for Direct Recruitment to the post of Professional Assistant

The following shall be the scheme of Examination. Components of written test and its syllabus for recruitment to the post of Professional Assistant by direct recruitment:

A. Scheme of the Examination:

Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library System etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library’s functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300



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B. Detailed Syllabus for Paper I:

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• 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.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:
Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

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 questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.5.2 Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Semi Professional Assistant by direct recruitment.

A. Scheme of the Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries,



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especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• 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.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

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 questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.



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5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.5.3 Scheme of Examination for Direct Recruitment to the post of Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Library Assistant by the direct recruitment:

A. Scheme of Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Automation & Library Awareness	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics,



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General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Library Automation & Library Awareness.

The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• 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.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

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 questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.



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5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

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

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.



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(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

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 questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.5.5 Scheme of Examination for Limited Departmental Test for Promotion of Library Attendant to Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Attendant to Library Assistant through limited departmental exams:

An **objective type** paper of two hours (02 hrs.) duration with maximum of 100 marks, which include Library questions.

The **Multiple Choice Questions** shall judge the knowledge of Library Science for promotion to post of Library Assistant.

Out of **100 questions**, 40 questions should be related to the duties of Library Assistant, with options from Acquisition, processing & circulation, specific post for which the promotions are to be considered by the department, 20 questions of General Knowledge, 20 questions of English and 20 questions of Mathematical abilities.

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 (ie., 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 on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.5.6 Scheme of Examination for Limited Departmental Test for Promotion of Library Assistant to Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Assistant to Semi Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper – I Library Operations etc.	Time: 2hrs.*	Max. Marks: 150 marks
Total Marks (150)		150 marks

B. Paper: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 - MCQ 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	
	Section 2 – Descriptive 50 marks (5 questions)

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 on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.5.7 Scheme of Examination for Limited Departmental Test for Promotion of Semi Professional Assistant to Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Semi Professional Assistant to Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Paper – I Library System etc.	Time: 2 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (150)		150 marks

B. Paper: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• 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.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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C. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:
Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

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 (ie.,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 on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.