



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency  
*Excellence in Assessment*



दिल्ली विश्वविद्यालय  
University of Delhi

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**INFORMATION BROCHURE  
&  
GUIDELINES FOR  
FILLING OF ONLINE APPLICATION  
FORM FOR RECRUITMENT OF NON-  
TEACHING POSITIONS IN DELHI  
UNIVERSITY**

**University of Delhi  
2021-2022**

# NATIONAL TESTING AGENCY

## Vision

- *To be a premier, specialist, autonomous and self-sustained National Testing Agency that will help India leverage her demographic dividend by helping her institutions of higher education and research in selecting the most competent applicants.*

## Mission

- *To improve equity and quality in higher education and research in India by assessing the competence of candidates for admissions and recruitment using assessment tools meeting international standards of efficiency, transparency and error free delivery.*
- *To use the services of the best subject matter experts, psychometricians and IT delivery and security professionals to ensure that the gaps in the existing assessment systems are properly identified and bridged.*
- *To produce and disseminate information and research on education and professional development standards.*

## Core Values

*In carrying out its mission NTA will be guided by these core values:*

- *Quality, efficiency, effectiveness, equity and security are central to its assessments.*
- *Engagement with stakeholders, viz. students, parents, teachers, experts and partner institutions preserves their trust in the system.*
- *Undertaking research in evaluation and updating its practices by constant innovation in assessment are key to fulfilling its mission.*
- *Scientifically designed and properly delivered assessments can improve teaching learning processes in class rooms.*

***“NTA has a gender-neutral inclusive policy. A gender-specific word, used in any of the NTA document or communication refers to all genders- male/female/transgender, unless explicitly stated.”***

**NTA Helpline numbers 0120-6895200 (from 09:30 hrs to 18:00 hrs)**

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## SECTION A

### INFORMATION AT A GLANCE

(Please refer to Information Brochure & Guidelines for details)

#### Important Dates and Fee Details:

Online Submission of Application Form	23 <sup>rd</sup> February 2021 to 16 <sup>th</sup> March 2021 (up to 23:50 hrs)	
Last date of successful transaction of fee through Credit/Debit Card/Net-Banking/UPI (SBI/ ICICI/Paytm)	17 <sup>th</sup> March 2021 (up to 23:50 hrs)	
Fee Payable by Candidate	General/Unreserved	Rs. 1000/-
	*OBC(NCL)/ EWS /Female	Rs. 800/-
	SC/ST/PwD	Rs. 600/-
	Processing charges & Goods and Services Tax (GST) are to be paid by the candidate to the concerned Bank/ Payment Gateway Integrator, as applicable	
Correction in Particulars of Application Form on website only	18 <sup>th</sup> March 2021 to 20 <sup>th</sup> March 2021	
Downloading of Admit Cards by the Candidates who have submitted Applications with successful payment of prescribed fee online through from the Portal ( <a href="http://recruitment.nta.nic.in/">http://recruitment.nta.nic.in/</a> )	To be announced later through the website.	
Date of Examination	To be announced later through the website.	
Duration of Examination	As mentioned in the Scheme of Examination for specific post contained in the Information Brochure	
Timing of Examination	As indicated on Admit Card	
Centre, Date and Shift the Examination	As indicated on Admit Card	
Display of Recorded Responses and Answer Keys	To be announced later on the website	
Website	( <a href="http://recruitment.nta.nic.in/">http://recruitment.nta.nic.in/</a> )	
Declaration of Result on NTA website	To be announced later through the website.	

*[\*OBC-NCL (Other Backward Classes)-NCL (Non-Creamy Layer) as per the Central List of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in/>) may mention OBC-NCL in the Category Column. State list OBC-NCL Candidates who are not in OBC-NCL (Central List) must choose Unreserved/General.]*

1. Candidates can apply through “Online” mode only for the post(s) as per the advertisement / vacancy circular.
2. Submission of Online Application Form may be done by accessing NTA website :<http://recruitment.nta.nic.in/>. **The Application Form in any other mode will not be accepted.**
3. **Only one application is to be submitted by a candidate for one or more post(s) for which he/she is eligible for, with online payment of prescribed application fee (multiple of number of posts applied for). However, if it is found at a later stage that a Candidate has submitted more than one Application Forms for one or more post(s), his/her candidature shall be summarily rejected for all post(s).**
4. Candidates must follow the instructions given in the Information Brochure/ Vacancy Circular and on the Portal :<http://recruitment.nta.nic.in/> strictly. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that e-mail Address and Mobile Number provided in the Online Application Form are their own, as all information/ communication will be sent by NTA through e-mail on the registered e-mail address or SMS on registered Mobile Number only.
6. **Instructions to the Candidates for filling Online Application Form:**
  - (a) **Download Information Brochure and Replica of Application Form. Read these carefully to ensure your eligibility. A candidate can apply for more than one posts for which he/she is eligible for, with online payment of prescribed fee (in multiple of no. of posts applied for). However, in case a candidate is found of having filled up more than one application forms for one or more posts, the Admit Card will be cancelled, his /her result will be withheld and /or his/her candidature will be forfeited for this/future examination.**

(b) **Follow the steps given below to Apply Online:**

**Step-1: Apply for Online Registration using your unique Email Id and Mobile Number.**

**Step-2: Fill in the Online Application Form and note down the system generated Application Number.**

**Step-3:** Upload the scanned images of : (i) your latest passport size photograph (file size: 10 kb to 200 kb); (ii) own signature (file size: 4kb - 30kb) (*in case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.*); (iii) Class-X Certificate as documentary proof of Date of Birth (file size : 50 kb to 300 kb); (iv) employment certificate (wherever applicable) (file size : 50 kb to 300 kb); (v) category certificate (SC/ST/OBC-NCL/EWS, wherever applicable) (file size : 50 kb to 300 kb) & (vi) PwD Certificate (wherever applicable) (file size : 50 kb to 300 kb) in jpg/ jpeg format/file.

**Step-4:** Pay fee using **SBI/ICICI/Paytm Payment Gateway** through **Debit Card/Credit Card/Net-banking/UPI/Wallet** and keep proof of fee paid safely for future reference.

(c) **All the 4 Steps can be done together in one go or at different times.**

(d) (i) In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Annexure-2** of the Information Brochure), for ensuring the successful payment.

(ii) In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

(iii) However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

(e) Download, save and print Copies of the Confirmation Page of your Application Form after successful remittance of fee and keep the same safely for future reference.

7. The Candidates have to appear at their own cost at the Examination Centre on Date and Timing indicated on their Admit Card issued by the NTA.
8. Any request to change the Examination Centre, Date and Time provided on the Admit Card shall not be considered under any circumstances.
9. Candidates are advised to visit the websites: <https://recruitment.nta.nic.in> & [www.du.ac.in](http://www.du.ac.in) at regular intervals and also to check their e-mail/ SMS for updates.

**Note:**

1. **The final submission of Online Application Form will remain incomplete if step-3 and step-4 under point 6 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.**
2. *No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstance (except to the Candidates who might have ended up in paying application fee more than once due to the any technical issue with the server of the bank/ payment gateway concerned. However, such refund would be made only after ascertaining the actual receipt of payment of prescribed application / exam fee more than once, which would be possible only after reconciliation of fee data as received from the banks concerned with the fee data recorded in the NIC Server.*

3. The entire application process of the DU Recruitment Test-2021 is online, including uploading of scanned images, payment of fees, and printing of confirmation page, etc. **Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/ by Hand/E-mail.**

**Candidates are NOT allowed to carry any Instruments, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables and Water (loose or packed), Mobile Phone/ Earphone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room.**

**Diabetic students are allowed to carry eatables like sugar tablets/fruits (like banana/apple/ orange) and transparent water bottle to the Examination Hall. However, they will not be allowed to carry packed foods like chocolates/candy/sandwich etc.**

#### **DISCLAIMER**

1. Candidates are advised to read the Information Brochure/ Vacancy Circular carefully and go through the instructions therein, especially regarding filling of Online Application Form available on <http://recruitment.nta.nic.in/>, before starting online registration.
2. Candidates should ensure that all information entered during the online registration process is correct.
3. Online information provided by candidates, like, name of candidate, date of birth, contact/ address details, Category and PwD status, educational qualifications and experience details, etc will be treated as correct/final. Any request for changes in such information after the closure of correction period will not be considered by NTA under any circumstances. Any candidate found to mislead by providing inaccurate information will be debarred from taking this recruitment examination and his / her candidature for any post shall be automatically treated as forfeited.
4. NTA disclaims any liability that may arise due to incorrect information provided by the candidate(s) during registration / application process.
5. NTA does not edit /modify/alter any information entered by the candidates after completion of application process under any circumstances. NTA does not guarantee that any request for change in information thereafter will be entertained. Therefore, candidates are advised to exercise utmost caution and care for filling up correct details in the Application Form.

## SECTION B

### INTRODUCTION

1. The University of Delhi is a premier university of the country with a venerable legacy and international acclaim for highest academic standards, diverse educational programmes, distinguished faculty, illustrious alumni, varied co-curricular activities and modern infrastructure. Over the many years of its existence, the University has sustained the highest global standards and best practices in higher education. Its long-term commitment to nation building and unflinching adherence to universal human values are reflected in its motto: 'NishthaDhriti Satyam' 'निष्ठाधृतिसत्यम्' (Dedication, Steadfastness and Truth).
2. Established in 1922 as a unitary, teaching and residential University by the Act of the then Central Legislative Assembly, a strong commitment to excellence in teaching, research and social outreach has made the University a role-model and trend setter for other universities. The President of India is the Visitor, the Vice-President is the Chancellor and the Chief Justice of the Supreme Court of India is the Pro-Chancellor of the University. Beginning with three colleges and 750 students, it has grown as one of the largest universities in India with 16 faculties, over 80 academic departments, an equal number of colleges and over seven lakh students. Over 500 programmes offered by the University are approved by Academic and Executive Councils, out of which 209 programmes are being considered for NAAC accreditation purpose. The rest being run in colleges are separately accredited.

### AIMS AND OBJECTIVES

3. The Vision and Mission statements of the University of Delhi reflect our resolve to assiduously pursue and achieve our goals. It is our commitment to continue to be at the forefront of providing the best tertiary education to our students and acting as a catalyst in shaping a bright and sustainable future of our nation and that of the whole world by acting as a bridge between the University community and the community at large.

### RECRUITMENT OF NON-TEACHING STAFF

4. The National Testing Agency (NTA) invites online applications from interested / eligible candidates on behalf of the University of Delhi (DU) in the prescribed application form available on the Websites : <https://recruitment.nta.nic.in> and [www.du.ac.in](http://www.du.ac.in), as per the details mentioned in this Information Brochure and Guidelines, for filling up of the following posts in the University. Tentative notified vacancies are mentioned against each post as on date of advertisement and the same may be liable to change.

#### Advertisement No.Estab.IV/290/2021

Sl. No.	Post Code	Posts	Pay Level as per VII CPC	Category							
				UR	SC	ST	OB C	EW S	PwBD	Total	ESM
1.	P1001	Medical Officer	Level 10	08	-	-	05	02	-	15	-
2.	P1002	Assistant Registrar	Level 10	02	01	01	-	01	01 (LD)	06	-
3.	P0701	Private Secretary	Level 07	-	01	01	-	-	-	02	-
4.	P0702	Security Officer	Level 07	01	-	-	-	-	-	01	-
5.	P0703	Yoga Organizer	Level 07	01	-	-	-	-	-	01	-
6.	P0704	Senior Personal Assistant	Level 07	-	02	03	-	-	-	05	-

7.	P0600	Nurse**	Level 06	04	-	01	01	01	-	07	-
8.	P0601	Assistant Manager, Guest House	Level 06	01	-	-	-	-	-	01	-
9.	P0602	Junior Engineer (Civil)	Level 06	04	-	-	01	-	-	05	-
10.	P0603	Junior Engineer (Elect.)	Level 06	04	-	-	01	-	-	05	-
11.	P0604	Assistant Security Officer	Level 06	03	-	-	01	-	-	04	-
12.	P0605	Senior Assistant	Level 06	18	06	03	12	04	01 (LD) 01 (HI)	45	-
13.	P0606	Hindi Translator	Level 06	02	-	-	-	-	-	02	-
14.	P0607	Personal Assistant	Level 06	-	06	03	-	-	-	09	-
15.	P0608	Professional Assistant	Level 06	07	02	01	04	01	01 (VI-LV)	16	-
16.	P0609	Social Worker	Level 06	01	-	01	-	-	01 (VI)	03	-
17.	P0610	Physiotherapist	Level 06	01	-	-	01	-	-	02	-
18.	P0611	X-Ray Technician	Level 06	01	-	-	01	-	-	02	-
19.	P0612	Horticulturist	Level 06	01	-	-	-	-	-	01	-
20.	P0613	Senior Technical Assistant (Departments)*	Level 06	25	8	4	15	5	01 (LD)	58	-
21.	P0501	Assistant Archivist	Level 05	01	-	-	-	-	-	01	-
22.	P0502	Sports Coach	Level 05	01	-	-	-	-	-	01	-
23.	P0503	Semi Professional Assistant	Level 05	09	02	01	04	01	-	17	-
24.	P0504	Pharmacist	Level 05	02	01	01	01	-	-	05	-
25.	P0505	Technical Assistant (Computers)	Level 05	02	04	02	09	02	-	19	-
26.	P0506	Technical Assistant (Health Centre)	Level 05	02	-	-	-	-	-	02	-
27.	P0507	Statistical Assistant	Level 05	01	-	-	01	-	-	02	-
28.	P0508	Technical Assistant (Departments)*	Level 05	22	07	03	13	05	01 (LD)	51	-
29.	P0401	Sanitary Inspector	Level 04	01	-	-	-	-	-	01	86
30.	P0402	Tabla Accompanists	Level 04	05	02	01	02	02	-	12	
31.	P0403	Pakhawaj Player	Level 04	01	-	-	-	-	-	01	
32.	P0404	Sarangi Accompanists	Level 04	01	01	-	-	-	-	02	
33.	P0405	Violin Accompanists	Level 04	-	01	01	-	-	-	02	
34.	P0406	Mridangam Accompanists	Level 04	01	-	-	-	-	-	01	



35.	P0407	Harmonium Accompanists	Level 04	01	-	-	-	-	-	01
36.	P0408	Tanpura Accompanists	Level 04	02	-	-	02	-	-	04
37.	P0409	Laboratory Assistant *	Level 04	22	07	03	14	05	01 (LD) 01 (HI)	53
38.	P0410	Assistant	Level 04	32	11	06	20	07	01 (LD) 02 (HI) 01 (OBD)	80
39.	P0411	Stenographer	Level 04	34	11	05	20	07	-	77
40.	P0412	Works Assistant	Level 04	03	-	-	-	-	-	03
41.	P0413	Assistant (Store)	Level 04	02	-	-	-	-	-	02
42.	P0414	Salesman, DHMI	Level 04	01	-	-	01	-	-	02
43.	P0301	Library Assistant	Level 03	03	-	-	01	-	01 (HI)	05
44.	P0201	Junior Assistant	Level 02	95	35	17	63	23	02 (LD) 01 (OBD)	236
45.	P0202	Telephone Operator	Level 02	03	01	-	02	01	01 (VI)	08
46.	P0203	Junior Assistant (Store)	Level 02	01	-	-	-	-	-	01
47.	P0204	Junior Work Assistant (Engineering Service) (Relevant trade - wireman, Mason, Carpenter, etc.)	Level 02	15	05	02	09	03	01 (VI)	35
48.	P0101	Library Attendant	Level 01	43	15	09	29	12	01 (OBD)	109
49.	P0102	Health Attendant (Attendant, Dresser, Ward Boy, Stretcher bearer cum cleaner)	Level 01	08	02	01	05	02	-	18
50.	P0103	Laboratory Attendant*	Level 01	59	22	11	40	17	01 (VI)02 (OBD)	152
51.	P0104	Engineering Attendant (Electric Khalasi, Beldar)	Level 01	20	06	04	15	05	01 (LD) 01 (HI)	52

**Note:** For details, please see University website [www.du.ac.in](http://www.du.ac.in) and <https://recruitment.nta.nic.in>.

UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economically Weaker Sections, ESM-Ex-Serviceman.

PwBD-Persons with Benchmark Disability, VI- Visual Impairment including Blindness (B) and Low Vision (LV), LD- Locomotor Disability including Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victims (AAV), Muscular Dystrophy (MDy), HI- Hearing Impairment including Deaf (D) and Hard of Hearing (HH), OBD- Other Benchmark Disabilities including Autism Spectrum Disorder (ASD)- Mild & Moderate, Intellectual Disability (ID), Specific Learning Disability (SLD), Mental Illness (MI), Multiple Disabilities (MD)

\*These posts are from sanctioned strength of various departments as per list enclosed.

\*\*The revision of pay level of Nurse from Level 06 to Pay Level 07 is still under consideration of UGC.

\*These posts are vacant in these Departments

**SENIOR TECHNICAL ASSISTANT (DEPARTMENTS)P0613**

S.No.	Name of the Department	CATEGORY					
		UR	SC	ST	OBC	EWS	Total
1.	Anthropology	1	0	0	0	0	1
2.	Botany	5	1	0	2	0	8
3.	Chemistry	4	1	1	2	1	9
4.	CPDHE	0	0	0	1	0	1
5.	Education	0	1	0	0	1	2
6.	East Asian Studies	1	0	0	0	0	1
7.	Electronic Science	0	0	0	1	0	1
8.	Environmental Studies	1	0	0	0	0	1
9.	Genetics	1	0	0	0	0	1
10.	Geology	0	0	0	1	0	1
11.	GAC	0	1	0	0	0	1
12.	Journalism	0	0	1	0	0	1
13.	Linguistics	1	0	0	0	0	1
14.	Operational Research	0	0	0	1	0	1
15.	Physics & Astrophysics	4	1	0	2	1	8
16.	Plant Molecular Biology	1	0	0	0	0	1
17.	Psychology	0	1	1	0	0	2
18.	Social Work	0	0	0	1	0	1
19.	USIC	3	1	0	2	2	8
20.	Zoology	4	1	1	2	0	8
	<b>Total</b>	<b>26</b>	<b>8</b>	<b>4</b>	<b>15</b>	<b>5</b>	<b>58</b>

# PwBD vacancy as given in the main advertisement shall be applicable

TECHNICAL ASSISTANT (DEPARTMENTS)P0508							
S.No.	Name of the Department	CATEGORY					
		UR	SC	ST	OBC	EWS	Total
1.	Adult Education	3	0	0	0	0	3
2.	Biochemistry	1	0	0	1	0	2
3.	Biophysics	0	0	0	0	1	1
4.	Botany	2	0	0	1	0	3
5.	CEMDE	0	0	1	0	0	1
6.	Dr. B.R. Ambedkar Centre	2	1	0	1	0	4
7.	East Asian Studies	0	1	0	0	0	1
8.	Electronic Science	2	0	0	1	0	3
9.	Environmental Studies	0	0	0	1	0	1
10.	FMS	0	1	0	0	0	1
11.	Geology	2	0	0	1	1	4
12.	Geography	1	0	0	0	0	1
13.	Genetics	0	0	0	1	0	1
14.	GAC	0	1	0	0	0	1
15.	Hindi	0	0	1	0	0	1
16.	History	1	0	0	1	0	2
17.	Journalism	0	0	0	0	1	1
18.	Linguistics	2	0	0	0	0	2
19.	Mathematics	0	0	0	1	0	1
20.	Microbiology	0	1	0	0	0	1
21.	Physics & Astrophysics	1	0	0	0	0	1
22.	Plant Molecular Biology	1	0	0	1	0	2
23.	Political Science	1	0	0	0	0	1
24.	Statistics	0	0	1	0	0	1
25.	USIC	2	1	0	2	1	6
26.	WUSHC	1	1	0	1	0	3
27.	Zoology	1	0	0	0	1	2
	<b>Total</b>	<b>23</b>	<b>7</b>	<b>3</b>	<b>13</b>	<b>5</b>	<b>51</b>

# PwBD vacancy as given in the main advertisement shall be applicable

**LABORATORY ASSISTANT P0409**

<b>S.No.</b>	<b>Name of the Department</b>	<b>CATEGORY</b>					
		<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>EWS</b>	<b>TOTAL</b>
<b>1.</b>	<b>Anthropology</b>	05	–	–	01	–	<b>06</b>
<b>2.</b>	<b>Bio-Chemistry</b>	–	01	–	–	–	<b>01</b>
<b>3.</b>	<b>Botany</b>	03	01	01	03	01	<b>09</b>
<b>4.</b>	<b>Chemistry</b>	06	02	01	03	01	<b>13</b>
<b>5.</b>	<b>Cluster Innovation Centre</b>	–	–	–	01	–	<b>01</b>
<b>6.</b>	<b>Education</b>	01	–	–	–	01	<b>02</b>
<b>7.</b>	<b>Electronic Science</b>	01	–	–	–	–	<b>01</b>
<b>8.</b>	<b>Environmental Science</b>	–	–	–	01	–	<b>01</b>
<b>9.</b>	<b>Genetics</b>	–	01	–	–	–	<b>01</b>
<b>10.</b>	<b>Geography</b>	01	–	–	–	–	<b>01</b>
<b>11.</b>	<b>Geology</b>	02	–	–	01	–	<b>03</b>
<b>12.</b>	<b>Mathematics</b>	–	01	01	–	–	<b>02</b>
<b>13.</b>	<b>Operational Research</b>	–	–	–	01	–	<b>01</b>
<b>14.</b>	<b>Physics</b>	02	01	–	01	01	<b>05</b>
<b>15.</b>	<b>Zoology</b>	03	–	–	02	01	<b>06</b>
	<b>Total</b>	<b>24</b>	<b>07</b>	<b>03</b>	<b>14</b>	<b>05</b>	<b>53</b>
# PwBD vacancy as given in the main advertisement shall be applicable							

LABORATORY ATTENDANTP0103							
S.No.	Name of the Department	CATEGORY					
		UR	SC	ST	OBC	EWS	Total
1.	Anthropology	6	1	0	2	0	9
2.	Biochemistry	1	0	0	1	1	3
3.	Biophysics	0	0	0	1	1	2
4.	Botany	7	3	2	4	1	17
5.	Chemistry	12	5	2	8	3	30
6.	Cluster Innovation Centre	1	0	0	0	0	1
7.	Computer Science	0	1	1	1	1	4
8.	Dr. B.R. Ambedkar Centre	3	1	0	3	0	7
9.	East Asian Studies	1	0	1	0	0	2
10.	Education	0	1	0	1	1	3
11.	Electronic Science	2	1	0	1	0	4
12.	Environmental Studies	1	0	0	1	1	3
13.	Genetics	1	1	0	1	0	3
14.	Geography	0	0	1	0	0	1
15.	Geology	4	1	0	2	1	8
16.	History	0	0	0	1	0	1
17.	Linguistics	1	0	0	0	0	1
18.	Mathematics	1	0	0	0	0	1
19.	Microbiology	0	1	1	1	1	4
20.	Operational Research	1	0	0	1	0	2
21.	Physics & Astrophysics	10	2	2	6	3	23
22.	Plant Molecular Biology	2	0	0	1	0	3
23.	Psychology	0	1	0	0	0	1
24.	Statistics	1	0	0	1	1	3
25.	Zoology	7	3	1	3	2	16
	<b>Total</b>	<b>62</b>	<b>22</b>	<b>11</b>	<b>40</b>	<b>17</b>	<b>152</b>
# PwBD vacancy as given in the main advertisement shall be applicable							

## SECTION C

### DETAILS OF POST & QUALIFICATIONS:

The appointment for the post detailed below shall be made on the basis of written examination and interview as indicated under the head for Scheme of Examination.

**1. MEDICAL OFFICER(Post Code: P1001)**

Pay as per Level 10

**Essential:**

M.B.B.S. Degree from a recognized University with at least three years of experience after obtaining the degree.

**Desirable:**

Post-Graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will be preferred.

**Note:**

For the post of Female Medical Officer at least 01 year hospital experience in Obstetrics and Gynaecology ward.

The Selection will be based on written examination and personal interview. The Scheme of Examination will be as indicated in the Annexure of scheme of examination.

**Age Limit: 35 Years**

**2. ASSISTANT REGISTRAR(Post Code: P1002)**

Pay as per Level 10

**Essential:**

Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

**Desirable:**

1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.
3. For the post of Assistant Registrar (Rajbhasha) knowledge of Sanskrit or any other Indian language.

**Age Limit: 35 Years**

**The appointment for the post detailed below shall be made on the basis of written examination and skill tests as indicated in the head for Scheme of Examination.**

**3. PRIVATE SECRETARY(Post Code: P0701)**

Pay as per Level 07

**Essential:**

1. A Bachelor Degree from a recognized University.
2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
  - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
  - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

**Desirable:**

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

**Age Limit: 35 Years**

**4. SECURITY OFFICER(Post Code: P0702)**

Pay as per Level 07

**Essential:**

1. A Graduate or an equivalent qualification from a recognized University.
2. At least 15 years of experience in Police/Para-Military Forces/ Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Subedar or an equivalent position with Exemplary service.
3. Holding a Valid Driving License to ride Jeep/Motor Cycle.

**Desirable:**

1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.
2. Should able to make written and spoken conversation/communication in English/Hindi.

**Age Limit: 45 Years**

**5. YOGA ORGANIZER(Post Code: P0703)**

Pay as per Level 07

**Essential:**

A Graduate or Post Graduate degree in Yoga from a recognized University.

OR

A Graduate or Post Graduate from a recognized University with at least two years of experience as Yoga teacher/ instructor in a Government Institution or Institute of repute.

**Desirable:**

1. Proficiency to organize Yoga classes through communication in English & Hindi medium.
2. A recognized qualification in Naturopathy.

**Age Limit: 35 Years**

**6. SENIOR PERSONAL ASSISTANT (Post Code: P0704)**

Pay as per Level 07

**Essential:**

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
  - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
  - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

**Desirable:**

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

**Age Limit: 35 Years**

**7. NURSE(Post Code: P0600)**

Pay as per Level 06

**Essential:**

1. B.Sc. (Hons.) in Nursing from a recognized University or Institute/ Regular course in B.Sc. Nursing from a recognized University or Institute/ or Institute/ Post Basic B.Sc. (Nursing) from recognized University or Institute.
2. Registered as Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council.  
Six months experience in minimum 50 bedded hospital after acquiring the educational qualification mentioned above.

OR

1. Diploma in General Nursing and midwifery from a recognized Board or Council.
2. Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council.
3. Two and half years' experience in minimum 50 bedded hospital after acquiring the above educational qualification.

**Age Limit: 35 Years**



**8. ASSISTANT MANAGER, GUEST HOUSE(Post Code: P0601)**

Pay as per Level 06

**Essential:**

B.Sc. in Hotel Management or Hospitality Administration from a recognized University with at least 03 years of experience in a supervisory capacity in catering, accommodation operations, and/ or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.

OR

A degree from a recognized University with a Diploma in Hotel Management or Catering Technology from an Institution recognized by the Government with at least 6 years in a supervisory capacity in catering, accommodation operations, and/or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.

**Desirable:**

Preference will be given to persons served as JCOs in the catering core of the Armed Forces of the Union. Age relaxation will be allowed as per the extant guidelines of Government of India.

**Age Limit: 35 Years**

**9. JUNIOR ENGINEER (CIVIL&ELECTRICAL)(Post Code: P0602&P0603)**

Pay as per Level 06

**Essential:**

1. Degree/Diploma in Civil /Electrical Engineering of a recognized University/Institute.
2. At least two years of experience as Junior Engineer or Works Assistant/Electrician in a University/Research Institution/PSU engaged in construction activities/private organization of repute.

**Desirable:**

Degree in Relevant Branch of Engineering.

**Age Limit: 30 Years**

**10. ASSISTANT SECURITY OFFICER(Post Code: P0604)**

Pay as per Level 06

**Essential:**

1. A Graduate or an equivalent qualification from a recognized University.
2. At least 10 years of experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/NaibSubedar or an equivalent position with exemplary service.
3. Holding a Valid Driving License to ride Jeep/Motor Cycle.

**Desirable:**

1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force or any other Govt. Institution.
2. Should able to make written and spoken conversation/communication in English/Hindi.

**Age Limit: 45 Years**

**11. SENIOR ASSISTANT(Post Code: P0605)**

Pay as per Level 06

**Essential:**

1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

**Note:**

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/Establishment/HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.
2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.
3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

**Age Limit: 30 Years**

**12. HINDI TRANSLATOR(Post Code: P0606)**

Pay as per Level 06

**Essential:**

1. Master degree of a recognized University in Hindi with English as an elective subject at the degree level.

OR

1. Master degree of a recognized University in English with Hindi as an elective subject at the degree level.
2. 02 years of experience in the field of terminological work in Hindi and/or translation from English to Hindi and vice-versa preferably of technical or scientific literature in a Central/State Govt./Public sector/reputed publication house or writing or journalism in Hindi.

**Desirable:**

1. Knowledge of Sanskrit and/or any Modern Indian Language.
2. Experience of organizing Hindi Classes or workshops for noting and drafting.
3. Administrative experience.

**Age Limit: 30 Years**

**13. PERSONAL ASSISTANT (Post Code: P0607)**

Pay as per Level 06

**Essential:**

1. A Graduate from recognized University.
2. Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English.

OR

80 words per minute and typing speed of 40 words per minute in Hindi.

**Desirable:**

1. Degree/Diploma in Computer Application /Science.
2. Diploma in Office Management and Secretarial Practice.

**Age Limit: 30 Years**

**14. PROFESSIONAL ASSISTANT (Post Code: P0608)**

Pay as per Level 06

**Essential:**

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.

**Age Limit: 35 Years**

**15. SOCIAL WORKER(Post Code: P0609)**

Pay as per Level 06

**Essential:**

Post Graduate Degree in Social work from a recognized University.

**Desirable:**

1. At least 02 years of experience in Social Work practice.
2. Proficiency in English and Hindi.
3. Certificate or Diploma course in communication.

**Age Limit: 35 Years**

**16. PHYSIOTHERAPIST(Post Code: P0610)**

Pay as per Level 06

**Essential:**

Bachelor of Physiotherapy (BPT) from a recognized institution.

OR

Diploma in Physiotherapy (DPT) from a recognized Board/Institute with 02 years of experience in relevant field.

**Desirable:**

Two years of experience in a similar capacity in a General Hospital.

**Age Limit: 35 Years**

**17. X-RAY TECHNICIAN(Post Code: P0611)**

Pay as per Level 06

**Essential:**

Graduate with Diploma in Radiography with 02 years of experience as Radiographer in General Hospitals.

**Age Limit: 35 Years**

**18. HORTICULTURIST (Post Code: P0612)**

Pay as per Level 06

**Essential:**

1. B.Sc. in Agriculture/ Horticulture.
2. At least 03 years of experience as Horticulturist or an equivalent position preferably in an Government Establishment e.g.: bodies like MCD, NDMC, DDA, PWD etc., Educational Institute or commercial establishment of repute.

**Desirable:**

1. Experience in landscaping.

**Age Limit: 35 Years**

**19. SENIOR TECHNICAL ASSISTANT (DEPARTMENTS) (Post Code: P0613)**

Pay as per Level 06

**Essential:**

A Postgraduate degree/B.E./B.Tech in the relevant subject.

OR

A Bachelor degree in the relevant subject with 02 years of experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a College/R&D Institution under State/Central Government.

OR

03 year Diploma in relevant subject with 05 years of experience in laboratory of a University or a College/R&D Institution under State/Central Government.

**Age Limit: 30 Years**

**20. ASSISTANT ARCHIVIST (Post Code: P0501)**

Pay as per Level 05

**Essential:**

1. B.A (Hons.) in History or an equivalent qualification.
2. At least two years of experience in Archives and/or Records management in a government department/body.

**Desirable:**

One year Diploma course in Archives and Records Management conducted by National Archives of India.

**Age Limit: 30 Years**

**21. SPORTS COACH (Post Code: P0502)**

Pay as per Level 05

**Essential:**

1. Bachelors/Master's degree in Physical education.
2. A Diploma in Coaching from NIS, Patiala or an equivalent qualification from a recognized University/ Institution.

**Desirable:**

1. Competence in Coaching in at least any 02 games at National/ International standing in sports.
2. 02 years coaching experience.

**Age Limit: 35 Years**

**22. SEMI PROFESSIONAL ASSISTANT (Post Code: P0503)**

Pay as per Level 05

**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.

**Age Limit: 30 Years**

**23. PHARMACIST (Post Code: P0504)**

Pay as per Level 05

**Essential:**

1. Bachelor's Degree in Pharmacy from a recognized institution.  
OR  
10+2 plus 02 years Diploma in Pharmacy
2. Should be registered with State Pharmacy Council.

**Age Limit: 30 Years**

**24. TECHNICAL ASSISTANT (COMPUTERS) (Post Code: P0505)**

Pay as per Level 05

**Essential:**

Graduate or Post Graduate in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Computer Applications/Electronics/ Electrical/

Electronics & Communications.

**Age Limit: 30 Years**

**25. TECHNICAL ASSISTANT (HEALTH CENTRE)(Post Code: P0506)**

Pay as per Level 05

**Essential:**

Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field.

Or

Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject.

Or

Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of work experience in Laboratory related work.

**Age Limit: 30 Years**

**26. STATISTICAL ASSISTANT(Post Code: P0507)**

Pay as per Level 05

**Essential:**

1. A Graduation/Post Graduation from a recognized University.
2. The Graduation/Post Graduation should be in Mathematics Or Operational Research Or Statistics as one of the subjects.

**Age Limit: 30 Years**

**27. TECHNICAL ASSISTANT(DEPARTMENTS) (Post Code: P0508)**

Pay as per Level 05

**Essential:**

Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field.

Or

Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject.

Or

Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of work experience in Laboratory related work.

**Age Limit: 30 Years**

**28. SANITARY INSPECTOR(Post Code: P0401)**

Pay as per Level 04

**Essential:**

1. Senior Secondary School Pass Certificate or equivalent examination from a recognized Board/University.
2. Possessing the Diploma/Certificate course for Sanitary Inspector from a government recognized institute.
3. At least 3 years supervisory experience in sanitation in a local body after obtaining Sanitary Inspector's qualification.

**Age Limit: 35 Years**

**29. TABLA ACCOMPANISTS (Post Code: P0402)**

Pay as per Level 04

**Essential:**

1. Proficiency in the art of Tabla/Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music.
2. Degree in Tabla/Pakhawaj.

OR

Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years.

**Desirable:**

1. Knowledge of other percussion instruments like Dholak, Naal etc.
2. Knowledge of Hindustani Music, both Vocal and Instrumental.
3. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan.
4. A.I.R. grade will be given preference.

**Age Limit: 45 Years**

**30. PAKHAWAJ PLAYER(Post Code: P0403)**

Pay as per Level 04

**Essential:**

1. Proficiency in the art of Pakhawaj/Tabla playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music.
2. Degree in Pakhawaj/Tabla.

OR

Diploma/10+2 examination of any Indian Board and should have undergone training in Pakhawaj/Tabla under an established Guru, for a period of not less than 6 years.

**Desirable:**

1. Good repertoire of traditional compositions.
2. Knowledge of Hindustani Music, both Vocal and Instrumental.

3. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan.
4. A.I.R. grade will be given preference.

**Age Limit: 45 Years**

**31. SARANGI ACCOMPANISTS (Post Code: P0404)**

Pay as per Level 04

**Essential:**

1. Proficiency in the art of Sarangi playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra Gayaki) and Percussion music.
2. Degree in Sarangi.

OR

Diploma/10+2 examination of any Indian Board and should have undergone training in Sarangi under an established Guru, for a period of not less than 6 years.

**Desirable:**

1. Knowledge of Hindustani Music, both Vocal and Percussion.
2. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan.
3. A.I.R. grade will be given preference.

**Age Limit: 45 Years**

**32. VIOLIN ACCOMPANISTS (Post Code: P0405)**

Pay as per Level 04

**Essential:**

1. Proficiency in the art of Violin playing with special reference to the accompaniment aspect.
2. Degree in Violin.

OR

Diploma/10+2 examination of any Indian Board and should have undergone training in Violin under an established Guru, for a period of not less than 6 years.

**Desirable:**

1. Good repertoire of traditional compositions.
2. Proficiency in ManodharmaSangita.
3. Knowledge of Karnataka music, both Vocal and Percussion.
4. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan.
5. A.I.R. grade will be given preference.

**Age Limit: 45 Years**



**33. MRIDANGAM ACCOMPANISTS (Post Code: P0406)**

Pay as per Level 04

**Essential:**

1. Proficiency in the art of Mridangam playing with special reference to the accompaniment aspect.
2. Degree in Mridangam

OR

Diploma/10+2 examination of any Indian Board and should have undergone training in Mridangam under an established Guru, for a period of not less than 6 years.

**Desirable:**

1. Knowledge of other Percussion instruments like Kanjira and Ghatam.
2. Knowledge of Karnatak music, both Vocal and Instrumental.
3. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan.
4. A.I.R. grade will be given preference.

**Age Limit: 45 Years**

**34. HARMONIUM ACCOMPANISTS(Post Code: P0407)**

Pay as per Level 04

**Essential:**

1. Proficiency in the art of Harmonium playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra gayakis) and Percussion music.
2. Degree in Harmonium

OR

Diploma/10+2 examination of any Indian Board and should have undergone training in Mridangam under an established Guru, for a period of not less than 6 years.

**Desirable:**

1. Knowledge of Hindustani Music, both Vocal and Percussion.
2. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan.
3. A.I.R. grade will be given preference

**Age Limit: 45 Years**

**35. TANPURA ACCOMPANISTS(Post Code: P0408)**

Pay as per Level 04

**Essential:**

1. Proficiency in the art of Tanpura playing.
2. Ability to tune and change the strings of Tanpura/Sitar/Veena.
3. Degree in Hindustani Music.

**Desirable:**

1. Knowledge of Hindustani Music both Vocal and Instrumental.
2. At least 2 years of work experience in a university/College/recognized Institution/A.I.R./Doordarshan.
3. A.I.R. grade will be given preference.

**Age Limit: 45 Years**

**36. LABORATORY ASSISTANT(Post Code: P0409)**

Pay as per Level 04

**Essential:**

Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject

OR

Graduate with relevant subject.

**Age Limit: 30 Years**

**37. ASSISTANT(Post Code: P0410)**

Pay as per Level 04

**Essential:**

A Graduate from a recognized University in any discipline with good working knowledge of computers.

**Age Limit: 30 Years**

**38. STENOGRAPHER(Post Code: P0411)**

Pay as per Level 04

**Essential:**

1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination.
2. Shorthand speed of 80 words per minute and typing speed of 35 words per minute in English.

Or

Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.

**Desirable:**

1. Knowledge of Computers.
2. Diploma in Computers and/or Office Management and Secretarial Practice.

**Age Limit: 27 Years**

**39. WORKS ASSISTANT(Post Code: P0412)**

Pay as per Level 04

**Essential:**

1. Should have passed 10<sup>th</sup> class with ITI in relevant trade from a recognized institute.

**Desirable:**

1. Diploma in Civil/Electrical Engineering.
2. Ability to read and interpret designs, drawings, maps and plans.

**Age Limit: 27 Years**

**40. ASSISTANT (STORE)(Post Code: P0413)**

Pay as per Level 04

**Essential:**

1. A Graduate from a recognized University in any discipline with good working knowledge of Material Management.
2. A Diploma in Materials Management

Or

At least 03 years of experience in a similar capacity in government department/ body/ reputed commercial establishment.

**Age Limit: 30 Years**

**41. SALESMAN, DHMI(Post Code: P0414)**

Pay as per Level 04

**Essential:**

1. A Graduate from a recognized University in any discipline with working knowledge of computers, good communication and account keeping skills.
2. Minimum 01 year of experience in the field of Marketing/Sales.

**Age Limit: 30 Years**

**42. LIBRARY ASSISTANT(Post Code: P0301)**

Pay as per Level 03

**Essential:**

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.

**Age Limit: 30 Years**

**43. JUNIOR ASSISTANT(Post Code: P0201)**

Pay as per Level 02

**Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

**Age Limit: 27 Years**

**44. TELEPHONE OPERATOR(Post Code: P0202)**

Pay as per Level 02

**Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University.
2. Good voice and Fluent in English and Hindi.
3. Should be able to handle EPABX machine.

**Desirable:**

1. Two years of experience in handling EPABX or Front Office jobs in Govt. bodies or reputed commercial organizations.

**Age Limit: 27 Years**

**45. JUNIOR ASSISTANT (STORE)(Post Code: P0203)**

Pay as per Level 02

**Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/Institution.
2. At least 2 years of experience in handling large scale engineering stores and equipment in government/semi-government body/reputed commercial establishment.
3. Having a typing speed of 35 w.p.m. in English Typewriting through computer.

**Desirable:**

1. Degree/Diploma in materials management.
2. ITI Certificate in Civil/Electrical/Electronics.

**Age Limit: 27 Years**

**46. JUNIOR WORK ASSISTANT (ENGINEERING SERVICE)  
(Relevant trade - Wireman, Mason, Carpenter, etc.)  
(Post Code: P0204)**

Pay as per Level 02

**Essential:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. ITI Certificate in relevant trade from a recognized institution.
3. 05 experience in relevant field

**Age Limit: 27 Years**

**47. LIBRARY ATTENDANT(Post Code: P0101)**

Pay as per Level 01

**Essential:**

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.

**Desirable:**

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

**Age Limit: 30 Years**

**48. HEALTH ATTENDANT (Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner)(Post Code: P0102)**

Pay as per Level 01

**Essential:**

10th pass or ITI equivalent and having experience in healthcare management.

**Age Limit: 30 Years**

**49. LABORATORY ATTENDANT(Post Code: P0103)**

Pay as per Level 01

**Essential:**

Should have passed 10th or an equivalent examination with science subjects from recognized board.

**Age Limit: 30 Years**

**50. ENGINEERING ATTENDANT (Electric Khalasi, Beldar)(Post Code: P0104)**

Pay as per Level 01

**Essential:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. ITI Certificate in relevant trade from a recognized institution.

**Desirable:**

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

**Age Limit: 30 Years**

## SECTION D

### Scheme of Examination

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.

#### 1. **Scheme of Examination for direct recruitment to the post of MEDICAL OFFICER (Post Code: P1001)**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts **Medical Officer**:

#### I. **Scheme of Examination:**

<b>Part – I</b> Computer Based Examination in two papers ( <b>Paper I and Paper II</b> )	Time: 2 hours each	Max. marks allowed: 500 marks (250 marks each)
<b>Part-II</b> Personality Test		Max. marks allowed: 100 marks
<b>Total Marks</b>		<b>600 marks</b>

#### II. **Syllabus:**

##### (A) **Part I**

**Computer based Examination:** The components and syllabi of two Papers and the weightage to different components in the two papers are given below: -

**Paper I Maximum Marks: 250 General Medicine and Paediatrics:**

**Total questions in Paper I = 125 (100 from General Medicine and 25 from Paediatrics);**

##### **Syllabus of Paper-I**

##### (a) **General Medicine including the following:**

- (i) Cardiology
- (ii) Respiratory diseases
- (iii) Gastro-intestinal
- (iv) Genito-Urinary
- (v) Neurology
- (vi) Hematology
- (vii) Endocrinology
- (viii) Metabolic disorders
- (ix) Infections/Communicable Diseases
  - a) Virus
  - b) Ricketts
  - c) Bacterial
  - d) Spirochetal
  - e) Protozoan
  - f) Metazoan
  - g) Fungus
- (x) Nutrition/Growth

- (xi) Diseases of the skin (Dermatology)
- (xii) Musculoskeletal System
- (xiii) Psychiatry
- (xiv) General
- (xv) Emergency Medicine
- (xvi) Common Poisoning
- (xvii) Snake bite
- (xviii) Tropical Medicine
- (xix) Critical Care Medicine
- (xx) Emphasis on medical procedures 12
- (xxi) Patho physiological basis of diseases
- (xxii) Vaccines preventable diseases and Non vaccines preventable diseases
- (xxiii) Vitamin deficiency diseases
- (xxiv) In psychiatry include – Depression, psychosis, anxiety, bipolar diseases and Schizophrenia.

**(b) Paediatrics including the following:-**

- (i) Common childhood emergencies,
- (ii) Basic new born care,
- (iii) Normal developmental milestones,
- (iv) Accidents and poisonings in children,
- (v) Birth defects and counseling including autism,
- (vi) Immunization in children,
- (vii) Recognizing children with special needs and management, and
- (viii) National programs related to child health.

**Paper II Maximum Marks: 250**

- (a) **Surgery**
- (b) **Gynaecology & Obstetrics**
- (c) **Preventive & Social Medicine**

**Total questions in Paper II = 125 (40 questions each from the sections on Surgery and Gynaecology & Obstetrics and 45 questions form the section on Preventive & Social Medicine.)**

**Syllabus of Paper - II**

- (a) **Surgery (Surgery including ENT, Ophthalmology, Traumatology and Orthopaedics)**
  - (I) General Surgery
    - i) Wounds
    - ii) Infections
    - iii) Tumours
    - iv) Lymphatic
    - v) Blood vessels
    - vi) Cysts/sinuses
    - vii) Head and neck
    - viii) Breast
    - ix) Alimentary tract
      - a) Oesophagus
      - b) Stomach
      - c) Intestines
      - d) Anus

- e) Developmental
- x) Liver, Bile, Pancreas
- xi) Spleen
- xii) Peritoneum
- xiii) Abdominal wall
- xiv) Abdominal injuries

- (II) Urological Surgery
- (III) Neuro Surgery
- (IV) Otorhinolaryngology E.N.T.
- (V) Thoracic surgery
- (VI) Orthopedic surgery
- (VII) Ophthalmology
- (VIII) Anesthesiology
- (IX) Traumatology
- (X) Diagnosis and management of common surgical ailments
- (XI) Pre-operative and post operative care of surgical patients
- (XII) Medicolegal and ethical issues of surgery
- (XIII) Wound healing
- (XIV) Fluid and electrolyte management in surgery
- (XV) Shock patho-physiology and management.

**(b) GYNAECOLOGY & OBSTETRICS**

**(I) OBSTETRICS**

- i) Ante-natal conditions
- ii) Intra-natal conditions
- iii) Post-natal conditions
- iv) Management of normal labours or complicated labour

**(II) GYNAECOLOGY**

- i) Questions on applied anatomy
- ii) Questions on applied physiology of menstruation and fertilization
- iii) Questions on infections in genital tract
- iv) Questions on neoplasma in the genital tract
- v) Questions on displacement of the uterus
- vi) Normal delivery and safe delivery practices
- vii) High risk pregnancy and management
- viii) Abortions
- ix) Intra Uterine growth retardation
- x) Medicolegal examination in obgy and Gynae including Rape.

**(III) FAMILY PLANNING**

- i) Conventional contraceptives
- ii) U.D. and oral pills
- iii) Operative procedure, sterilization and organization of programs in the urban and rural surroundings
- iv) Medical Termination of Pregnancy

**(c) PREVENTIVE SOCIAL AND COMMUNITY MEDICINE**

- I Social and Community Medicine
- II Concept of Health, Disease and Preventive Medicine
- III Health Administration and Planning



- IV General Epidemiology
- V Demography and Health Statistics
- VI Communicable Diseases
- VII Environmental Health
- VIII Nutrition and Health
- IX Non-communicable diseases
- X Occupational Health
- XI Genetics and Health
- XII International Health
- XIII Medical Sociology and Health Education
- XIV Maternal and Child Health
- XV National Programs
- XVI Management of common health problems
- XVII Ability to monitor national health programs
- XVIII Knowledge of maternal and child wellness
- XIX Ability to recognize, investigate, report, plan and manage community health problems including malnutrition and emergencies.

**(B) Part II**

**PERSONALITY TEST – (100 marks):**

Candidates who qualify in the written examination will be called for Interview/ Personality Test. The Interview/ Personality Test will carry 100 marks. The Interview for Personality Test will be intended to serve as a supplement to the examination for testing the General Knowledge and ability of the candidates in the fields of their academic study and also in the nature of a personality test to assess the candidate's intellectual curiosity, critical powers of assimilation, balance of judgement and alertness of mind, ability for social cohesion, integrity of character, initiative and capability for leadership.

**Manner and mode for drawing final merit list:**

1. The minimum qualifying marks for Part I, i.e., Paper I and Paper II taken 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 the purpose of shortlisting the candidates for interview.
2. There shall be negative marking for wrong answers in Part I, i.e., Paper I and Paper II, to the tune of 1/4<sup>th</sup> of marks allocated per question.
3. The question paper shall be in English language only.
4. Final 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.
5. 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.

**2. Scheme of Examination for direct recruitment to the post of ASSISTANT REGISTRAR (Post Code: P1002)**

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** 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	
<b>Total Marks (150 + 150 + 150)</b>			<b>450 marks</b>

\*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
<b>TOTAL</b>			<b>300</b>

**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.

#### **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.

#### **Manner and mode for drawing final merit list:**

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 1/4<sup>th</sup> of marks allocated per question.
6. Final 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.

**3. Scheme of Examination for direct recruitment to the post of PRIVATE SECRETARY (Post Code: P0701), SECURITY OFFICER (Post Code: P0702), YOGA ORGANIZER (Post Code: P0703), SENIOR PERSONAL ASSISTANT (Post Code: P0704), NURSE (Post Code: P0600), ASSISTANT MANAGER (GUEST HOUSE) (Post Code: P0601), ASSISTANT SECURITY OFFICER (Post Code: P0604), HINDI TRANSLATOR (Post Code: P0606), PERSONAL ASSISTANT (Post Code: P0607), SOCIAL WORKER (Post Code: P0609), PHYSIOTHERAPIST (Post Code: P0610), X-RAY TECHNICIAN (Post Code: P0611), HORTICULTURIST (Post Code: P0612)**

**A. Scheme of the Examination:**

	Type of Examination	Time:	Max. marks:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	3 hours*	200 marks
<b>Skill Test</b>	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks</b>			<b>500</b>

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

**B. Test components:**

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	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
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

Paper-II	TEST COMPONENTS	DURATION: 3 hours	
		MARKS	
	Descriptive Type	200	
	<b>TOTAL</b>	<b>200</b>	

**C. Syllabus:****Paper - I:**

- (i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.
- (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 English/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.

## **Paper - II:**

**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 and on the following subjects:

<b>Topic</b>	<b>Marks allocated</b>
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

### **D. Skill Test:**

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

### **Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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 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 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 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, 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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

4. **Scheme of Examination for direct recruitment for the post of SENIOR TECHNICAL ASSISTANT (DEPARTMENTS) (Post Code: P0613)**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **SENIOR TECHNICAL ASSISTANT**

**A. Scheme of Examination:**

<b>Paper -I (MCQ)</b> Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time:3 hrs.*	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

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

<b>Paper – I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40
(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
<b>TOTAL</b>		<b>150</b>	<b>300</b>

**B. Detailed Syllabus for Paper I:**

- (i) **General science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.



For Senior Technical Assistant (Computer) the questions may be based on computer science and computer applications.

- (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:** Subject specific laboratory based practical questions.  
The paper will cover the following areas:

Topic	Marks allocated
<ul style="list-style-type: none"> <li>• Subject specific laboratory based practical questions</li> <li>• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages</li> </ul>	<b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)

D. **Skill Test:**

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).



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 examination/degree/diploma 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 MCQ based questions to the tune of 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, 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.

**5. Scheme of Examination for Direct Recruitment to the post of JUNIOR ENGINEER (CIVIL)(Post Code: P0602)**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Engineer (Civil)** by the direct recruitment:

**A. Scheme of the Examination:**

<b>Written Test</b>		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
<b>Total Marks</b>		<b>200 marks</b>

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

## **Syllabus for the above papers will be as follows:**

### **1. Surveying**

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS &GPS

### **2. Construction materials &Practice**

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

Classification of Buildings as per NBC, Site investigation for foundation as per NBC – Trial Pit and auger boring, classification of foundations, construction of spread footing and well foundation; Stone and Brick masonry types and principles of construction; Doors and Windows – types fittings and fastenings, types and functions of Lintels, Sunshades and Roofs, Flooring – Construction and types of material; Types of Stairs; Scaffolding; Types of Plastering, Pointing painting and white / Colour Wash.

### **3. Engineering Mechanics and Strength of materials**

Forces- types of forces, Parallelogram, Triangle and Polygon Law of Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law –stress strain diagram, working strength elastic constants, Poisson's ratio, Relationship between elastic constants, compound rods, temperature stresses, strain energy, proof resilience, impact loading; Shear force and bending moment diagrams for simply supported, over hanging and cantilever beams, relation between intensity of loading, Shear force and bending moment; Theory of simple bending, modulus of section, moment of resistance, distribution of shear stress in rectangular, circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, simple built-up columns; Analysis of dam and retaining walls; Simple plane and pin-jointed trusses, Stresses by method of joints and method of sections.

### **4. Hydraulics**

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venture metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

### **5. Quantity Surveying**

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works as per Indian Standards; General Specifications – earth work, brick / stone masonry in cement mortar, RCC, plastering in cement mortar, Floor finishes with ceramic tiles and marbles, white washing. Colour washing; Standard schedule of rates, lead and lift preparation of lead statement; Computation of earth work – Mid-ordinate, mean Sectional area, Trapezoidal method, Prismoidal Rule; Approximate estimate-Plinth area and cubic rate estimate.

### **6. Design of Structures (RCC and Steel)**

RCC structures: Design philosophies- principles and concepts of working stress method

and limit state method, loads and permissible stresses, IS specification, analysis and design-rectangular beam, slab, T-beam, column, footing and stair case.

Steel Structures: Properties of steel section, loads and permissible stresses, IS specifications, Analysis and design- welded joints, beam, column, base tension member; Design of roof truss.

## 7. **Irrigation Engineering**

Definition, Duty, delta, base period, rainfall and its measurement, factors affecting runoff methods of computing maximum flood discharge; Classification of head works, component parts of a weir and barrage, factors influencing selection of site –reservoirs and dams; Classification of canals, canal lining, cross drainage works; Soil erosion, water logging, soil water plant relationship; Necessity of irrigation - advantages and disadvantages, irrigation methods.

## 8. **Environmental Engineering**

Basics of ecosystem, water supply scheme; Sources of water; Conveyance of water – pipes, joints and laying; Testing of water, drinking water standards; Treatment of water, Distribution of water; Water supply connection to a building.

Quantity of sewage, surface drains, design of sewers running half full, limiting velocities; laying of sewers, sewage, sewer appurtenances; Collection of sewage samples, characteristics of domestic and industrial sewage-BOD, COD; Sewage treatment, septic tank & soak pit, sewage disposal-dilution and sewage farming; House drainage arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

## 9. **Transportation Engineering**

Alignment of roads-plain and hilly terrain, surveys; Cross section of road structure, width of pavement, Chamber, Gradient, Super elevation, Transition curves, horizontal and vertical alignment; Pavement making, traffic signs, traffic islands.

Types of soil, classification of soil-Textural IS Classification, physical properties-plasticity, cohesion, consolidation, compaction, permeability, compressibility, soil moisture content, specific gravity, density; Bearing capacity of soil

### **Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. 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.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.

5. 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 the two papers.
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.

**6. Scheme of Examination for Direct Recruitment to the post of JUNIOR ENGINEER (ELECTRICAL)(Post Code: P0603)**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Engineer (Electrical)** by the direct recruitment:

**A. Scheme of the Examination:**

<b>Written Test</b>		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
<b>Total Marks</b>		<b>200 marks</b>

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

**Syllabus for the above papers will be as follows:**

1. **Electrical Circuits**  
KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.
2. **Electrical Measurements**  
Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital volt-meters, phase, frequency measurements, Q-meters, oscilloscopes
3. **Control Systems**  
Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design
4. **Analog and digital electronics**  
Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers,

oscillators, combinational and sequential logic circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

## 5. **Electrical Machines**

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

## 6. **Power Systems**

Basic power generation concepts, transmission line models and performance, Underground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

## 7. **Utilization**

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

## 8. **Power Electronics and Drives**

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives

### **Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. 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.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of  $1/4^{\text{th}}$  of marks allocated per question.

4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. 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 the two papers.
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.

**7. Scheme of Examination for direct recruitment to the post of SENIOR ASSISTANT (Post Code: P0605)**

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

**A. Scheme of the Examination:**

<b>Written Test</b>		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
<b>Total Marks</b>		<b>500 marks</b>

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

**B. Test components:**

<b>Paper-I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
<b>TOTAL</b>		<b>150</b>	<b>300</b>

<b>Paper-II</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 3hours</b>	
		<b>MARKS</b>	
		Descriptive Type	200
<b>TOTAL</b>		<b>200</b>	



## C. Syllabus:

### Paper - I:

- (i) **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 its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (ii) **Reasoning Ability:** The syllabus 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.
- (iii) **Mathematical Ability:** The test 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.
- (iv) **Test of English or 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.

### Paper - II:

**Descriptive Type:** The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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.
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 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the 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.

**8. Scheme of Examination for direct recruitment to the post of Professional Assistant (Post Code: P0608)**

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:**

<b>Paper -I (MCQ)</b> Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper – II</b> Library System etc.	Time: 3 hrs.*	Max. Marks: 150 marks



<p><b>Skill Test</b> 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.</p> <p>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.</p>	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.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

\*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
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

#### 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.

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

**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.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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 1/4<sup>th</sup> 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.

**9. Scheme of Examination for direct recruitment to the post of ASSISTANT ARCHIVIST (Post Code: P0501), SPORTS COACH (Post Code: P0502), PHARMACIST (Post Code: P0504), TECHNICAL ASSISTANT (HEALTH CENTRE) (Post Code: P0506), STATISTICAL ASSISTANT (Post Code: P0507)**

<b>Objective Type (Paper I)</b> Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of Graduation.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Skill Assessment</b> Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks</b>		<b>300</b>

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

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. 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 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. There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**10. Scheme of Examination for direct recruitment to the post of SEMI PROFESSIONAL ASSISTANT(Post Code: P0503)**

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:**

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

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

<b>Paper – I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(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
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

**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"> <li>• Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations.</li> <li>• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.</li> </ul>	<b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 - Descriptive</b> 50 marks (5 questions)

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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.

5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> 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.

**11. Scheme of Examination for direct recruitment for the post of TECHNICAL ASSISTANT (DEPARTMENTS) (Post Code: P0508) and TECHNICAL ASSISTANT (COMPUTERS) (Post Code: P0505)**

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Technical Assistant**

**A. Scheme of Examination:**

<b>Written Test</b>		
<b>Paper -I (MCQ)</b> Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks:300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time:1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

\*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)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

## B. Detailed Syllabus for Paper I:

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

**For Technical Assistant (Computer) the questions may be based on computer science and computer applications.**

- (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 its 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:** Subject specific laboratory based practical questions.

<b>Topic</b>	<b>Marks allocated</b>
<ul style="list-style-type: none"><li>• Subject specific laboratory based practical questions</li><li>• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages</li></ul>	<b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)

**D. Skill Test:**

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

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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 MCQ based questions to the tune of 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, 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.



12. **Scheme of Examination for direct recruitment to the post of SANITARY INSPECTOR(Post Code: P0401), STENOGRAPHER (Post Code: P0411), WORKS ASSISTANT (Post Code: P0412), ASSISTANT (STORE) (Post Code: P0413), SALESMAN, DHMI (Post Code: P0414)**

<b>Objective Type (Paper I)</b> Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 12 <sup>th</sup> Class/ Senior Secondary.	Time: 3 hours*	Max. Marks: 300 marks (150 questions)
<b>Skill Assessment</b> Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks</b>		<b>300</b>

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

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. 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 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. There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

13. **Scheme of Examination for direct recruitment to the post of TABLA ACCOMPANISTS (Post Code: P0402) and PAKHAWAJ PLAYER (Post Code: P0403)**

<b>Components of scheme of Examination</b>		
<b>Written Examination</b> (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks <b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)
<b>Skill Assessment</b>	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks (150)</b>		<b>150</b>

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

**Syllabus for the above papers will be as follows:**

**Written Examination:**

1. Brief history of Gharanas of Tabla&Pakhawaj.
2. Brief history of Tabla&Pakhawaj.
3. Write the varnas (Bol) of Tabla&Pakhawaj.
4. Write in notation with Thah, Dugun&Chaugun of Jhaptal and Dhamar.
5. Write in notation of Kayada, Rela, Palta, Tihai and ChakradarTukra/ Param in Jhaptal/ Dhamar.
6. Write in notation with Thah, Dugun&Chaugun of Teental/ Chautal.
7. Brief introduction of RupakTala/ TivraTala.
8. Write in Notation with Thah, Dugun&Chaugun of Dadra and Keharva.
9. Write in notation of Kayada, Rela, Palta, Tihai and ChakradaTukra/ Paran in Teental/ Chautal.
10. Write an essay on Vocal and Instrumental Music.
11. Brief introduction of Ektala/Chautala.

**Skill Assessment:**

1. Demonstration of theka of Jhaptala / Dhamar in Thah, Dugun and Chaugun by the hand beats.
2. Basic Bols (varnas) of Tabla/ Pakhawaj.
3. Two advance Kayadas / Relas with Paltas & Tihai, two simple tukras / Parans, two chakradartukras / Paransin Jhaptala / Dhamar.
4. Theka of Teental / Chautaal with Thah, Dugun, Chaugun and keep the theka by hand beats.
5. Playing knowledge of Ektala and Rupak in barabarkilaya / Chautala & Teevra.
6. Knowledge of four Kayadas / Relas, Paltas and Tihai, One Simple and Chakradar Tukra / Paran in Teental / Chautaal.
7. One Kayada each of 'Tirkitataka' and 'Dhirkit' in Teental/Chautaal.
8. Four variation in Keherwa and Dadra Tala.
9. Elementary knowledge of Keherwa and Dadra Talas/ Tivra&Sooltala.
10. Tuning of Tabla/Pakhawaj.
11. Basic knowledge of vocal and instrumental accompaniment.

12. Elementary knowledge of tuning of Tabla/ Pakhawaj.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I 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. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

14. **Scheme of Examination for direct recruitment to the post of SARANGI ACCOMPANISTS (Post Code: P0404), VIOLIN ACCOMPANISTS (Post Code: P0405), TANPURA ACCOMPANISTS (Post Code: P0408),**

<b>Components of scheme of Examination</b>		
<b>Written Examination</b> (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks <b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)
<b>Skill Assessment</b>	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks (150)</b>		<b>150</b>

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

## Syllabus for the above papers will be as follows:

### Written Examination:

1. Basic knowledge of the structure and tuning of Tanpura/Sarang/Violin.
2. Knowledge of the notation systems laid down by Pt. Vishnu DigamberPaluskar and Pt. V.N. Bhatkhande.
3. Definition of Vadi, Samvadi, Anuvadi, Vivadi, Alap.
4. An outline of the history of Indian Music, origin and development of Dhrupad, Khyal&Thumri.
5. Definition of the following: Sangeet, Nada, Swara, Shuddha, Vikrit (Komal, Teevra), Saptak (Mandra, Madhya, Tara), Aaroaha, Avaroha, Raga, Laya, Tala, Sama, Tali, Khali, Matras, Avartana.
6. Description of the following Gharanas – Gwalior, Agra, Jaipur and KiranaGharanas.
7. Description of the Ragas prescribed in the course.
8. Notation writing of a ChhotaKhayal/ Drut Gat.

### Skill Assessment:

1. Proficiency in any one of the following instruments:  
(i) Tanpura                      (ii) Sarangi                      (iii) Violin
2. Eight Tala-baddhaAlankaras set to different Chhandas.
3. Aaroaha, Avaroha, Pakad, VilambitKhayal&DrutKhayal, Vilambit&Drut gat in the following Ragas: Yaman, Bhairav, Bhupali with elaborations in few Todas.
4. The recitation of Thekas of Teen Taal, Keharwa, Dadra and Jhaptal, taal keeping with hand beats.

### **Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I 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. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
- c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**15. Scheme of Examination for direct recruitment to the post of MRIDANGAM ACCOMPANISTS (Post Code: P0406)**

<b>Written Examination</b> (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks <b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)
<b>Skill Assessment</b>	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks (150)</b>		<b>150</b>

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

**Syllabus for the above papers will be as follows:**

**Written Examination:**

1. Technical terminology –Elementary knowledge of all important terms used in practical lessons taught in SEC I-Tattakaram, Chapu, Meettu, Toppi, Varu, Choru.
2. Understanding the concept of Tala, Laya, Gati
3. Understanding of different parts of the instrument.
4. Understanding of basic notation system.
5. Technical terminology – all terms used in the practical lessons taught in SEC II – Mohra, Pharan, Korvai, Arudi, Jaati, Gati.
6. SulaadiSaptaTalas with Jaatibhedas
7. Contribution of Palghat Mani Iyer&PalaniSubramanyaIyer.
8. Understanding of basic notation system.
9. Elementary knowledge of tuning of Mridangam.

**Skill Assessment:**

1. Basic technique of holding the instrument, sitting posture and fingering techniques.
2. Knowledge of syllables (Ta, Thi, Thom, Nam, Chapu, Din and Da) and their playing style.
3. Pathavarisaikal – Elementary exercises in three speeds- slow, medium, fast.
4. Thattakaram (Chollukkattu) and its importance in learning Mridangam.
5. Different places in producing the syllables of playing Mridangam such as chapu, Meetu, Toppi etc.
6. Understanding the concept of tala and Laya.
7. Understanding of different parts of the instrument.
8. Basic knowledge of Laya, Gati&SulaadiSaptaTalas with Jaatibhedas.
9. Elementary knowledge of tuning of Mridangam.
10. Acquaintance of playing Adi/ RupakaTalam.
11. Ability to play Paran, Mohra, Korvai, Arudi.
12. Contribution of Palghat Mani Iyer&PalaniSubramanyaIyer.

13. Understanding of basic notation system.
14. Ability to tune one's own instrument.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I 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. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**16. Scheme of Examination for direct recruitment to the post of HARMONIUM ACCOMPANISTS (Post Code: P0407)**

<b>Components of scheme of Examination</b>		
<b>Written Examination</b> (Paper I)	Time: 1.5 hrs*	Max. Marks allowed: 150 marks <b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)
<b>Skill Assessment</b>	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks (150)</b>		<b>150</b>

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

## **Syllabus for the above papers will be as follows:**

### **Written Examination:**

1. Brief History of Harmonium.
2. Write ten advance Alankars.
3. Drawing sketch of Harmonium with its various parts.
4. Definition of That, Raga, Tala, Naad and its characteristics, Harmony and Melody.
5. Write ten Alankars with finger techniques.
6. Definition of Swar, Saptak, Vadi, Samvadi, Pakad.
7. Description of Ragas prescribed.
8. Write notation of a fast Gat/ Bandish in prescribed Ragas.
9. Notation of Talas with Dugun&Chaugun.

### **Skill Assessment:**

1. Elementary Knowledge of Harmonium, its various parts and various types of Harmoniums and finger techniques.
2. Structural details of Harmonium.
3. Ability to play & write (10) ten Alankars of shuddha&vikritswaras.
4. Ability to write a notation of any fast composition in Bhatkhande's notation system.
5. 15 general alankars with finger techniques in above mentioned ragas.
6. Ability to play fast/Drut compositions with alaap and atleast 10 tanas in one of the following ragas:
  - a) AlhaiyaBilawal
  - b) Bihag
  - c) Malkauns
  - d) Yaman
  - e) Bhupali
  - f) Bhairav
7. Elementary knowledge of shuddha and vikritswaras, saptak, vadi, samvadi, pakad.
8. Ability to play a dhun in Raga Kafi or Khamaj.
9. Elementary knowledge of Chautala, Jhaptala, Dadra, Teentaal, Ektal&Keherwa.

### **Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I 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. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
- c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**17. Scheme of Examination for direct recruitment to the post of LABORATORY ASSISTANT(Post Code: P0409)**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **Laboratory Assistant**

**A. Scheme of Examination:**

<b>Written Test</b>		
<b>Paper – I (MCQ)</b> General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty.  The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

\*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)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

## B. Detailed Syllabus for Paper I:

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.
- (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:** Subject specific laboratory based practical questions.

The paper will cover the following areas:

Topic	Marks allocated
<ul style="list-style-type: none"><li>• Subject specific laboratory based practical questions</li><li>• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages</li></ul>	<b>Section 1 - MCQ</b> 100 marks (50 questions) <b>Section 2 – Descriptive</b> 50 marks (5 questions)

**D. Skill Test:**

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

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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 MCQ based questions to the tune of 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, 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.

**18. Scheme of Examination for direct recruitment to the post of ASSISTANT (Post Code: P0410)**

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

**A. Scheme of the Examination:**

<b>Written Test</b>			
	Type of Examination	Time:	Max. marks allowed:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	2 hours*	150
<b>Total Marks</b>			<b>450</b>

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

**B. Test components:**

<b>Paper-I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
<b>TOTAL</b>		<b>150</b>	<b>300</b>

<b>Paper-II</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>
		<b>MARKS</b>
	Descriptive Type	150
<b>TOTAL</b>	<b>150</b>	

**C. Syllabus:**

**Paper - I:**

- (i) **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 its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (ii) **Reasoning Ability:** The syllabus 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.
- (iii) **Mathematical Ability:** The test 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.

**(iv) Test of English or 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.

**Paper - II:**

**Descriptive Type:** The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

<b>Topic</b>	<b>Marks allocated</b>
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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 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.
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 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the 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.

**19. Scheme of Examination for direct recruitment to the post of LIBRARY ASSISTANT (Post Code: P0301)**

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:**

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

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

<b>Paper – I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(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
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

**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: 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"> <li>• Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations.</li> <li>• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.</li> </ul>	<p><b>Section 1 - MCQ</b> 100 marks (50 questions)</p> <p><b>Section 2 – Descriptive</b> 50 marks (5 questions)</p>

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> 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.

**20. Scheme of Examination for direct recruitment to the post of JUNIOR ASSISTANT (Post Code: P0201) and JUNIOR ASSISTANT(STORE) (Post Code: P0203)**

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

**A. Scheme of the Examination:**

<b>Written Test</b>			
	Type of Examination	Time:*	Max marks:
<b>Paper-I</b>	MCQ Type	3 hours	200 (200 questions)
<b>Paper-II</b>	Essay & Comprehension test	1.5 hour	100
<b>Total Marks</b>			<b>300</b>

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

**B. Test components:**

<b>Paper-I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 3 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
<b>TOTAL</b>		<b>200</b>	<b>200</b>

<b>Paper-II</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 1.5 hour</b>	
		<b>MARKS</b>	
	Essay, comprehension & letter writing		100
<b>TOTAL</b>		<b>100</b>	

<b>SKILL TEST</b>	<b>TEST COMPONENTS</b>	<b>DETAILS</b>
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

\*PwBD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.



## C. Syllabus:

### Paper I:

- (i) **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.
- (ii) **Reasoning Ability:** The syllabus 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.
- (iii) **Mathematical Ability:** The test 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.
- (iv) **Test of English or 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.

### Paper – II:

**Essay, comprehension & letter writing:** This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

### Skill Test:

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

### Manner and mode for drawing final merit list:

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. 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 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 1/4<sup>th</sup> of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, 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.

**21. Scheme of Examination for direct recruitment to the post of TELEPHONE OPERATOR (Post Code: P0202), JUNIOR WORK ASSISTANT (ENGINEERING SERVICE) (Relevant trade - Wireman, Mason, Carpenter, etc.) (Post Code: P0204), HEALTH ATTENDANT (Post Code: P0102) and ENGINEERING ATTENDANT (Electric Khalasi, Beldar) (Post Code: P0104)**

**Scheme of Examination:**

<b>Objective Type (Paper I)</b> Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 10 <sup>th</sup> Class/ Secondary.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Skill Assessment</b> Skills pertaining to subject matter of the concerned post would be assessed. ( The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks.  This will however be only be qualifying in nature.
<b>Total Marks</b>		<b>300</b>

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

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. 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 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. There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
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.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

**22. Scheme of Examination for direct recruitment to the post of LIBRARY ATTENDANT (Post Code: P0101)**

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:**

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

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

<b>Objective Type (MCQ)</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 3 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(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
<b>TOTAL</b>		<b>150</b>	<b>300</b>

**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.
- (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.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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<sup>th</sup> 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.

**23. Scheme of Examination for direct recruitment to the post of LABORATORY ATTENDANT (Post Code: P0103)**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **Laboratory Attendant**

**A. Scheme of Examination:**

Written Test		
Objective Type (MCQ) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
<b>Total Marks</b>		<b>300 marks</b>

\*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)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

**B. Detailed Syllabus:**

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.  
For Computer Laboratory Attendant the questions may be based on computer science and computer applications.
- (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.

**Manner and mode for drawing final merit list:**

(S.No.25 at the end of this section may also be referred).

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 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 for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4<sup>th</sup> 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.

**24. ADDITIONAL CREDITS(MARKS) FOR APPLICANTS WORKING ON CONTRACT/DAILY WAGES/AD-HOC BASIS IN THE UNIVERSITY OF DELHI OR ITS COLLEGES**

Credits (Marks) on the following basis shall be added to the final merit list with respect to the candidates working on contract/daily wages/ad-hoc basis in the University or its Colleges.

- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score

of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.

- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap ('gap' excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

Example 2: An applicant concerned has put in 05 years and 07 months of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

Example 3: An applicant concerned has 05 years and 05 months (less than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

Example 4: An applicant concerned has 05 years and 07 months of service, who scores 406 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case should be 412. However, since the highest score is 410, this applicant's final score would be capped as 410.

Example 5: An applicant has rendered service in two tranches of two years and then for six years with a onetime gap of more than 30 days. The credit available under the scheme will be only six marks for continuous portion of service and no credit will be given for first two years.



## SECTION E

### GENERAL CONDITIONS FOR THE APPLICANTS

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

2. **AGE RELAXATION:**

a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

b. The upper age limit shall also be relaxable 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 same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

c. 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).

d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

e. The above provisions are summarized in the table given below:

S.No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1.	SC/ST	5 years
2.	OBC(NCL)	3 years
3.	PWD	10 years
4.	PWD + OBC(NCL)	13 years
5.	PWD + SC/ST	15 years
6.	Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 years
7.	Permanent Employee in Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

8.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon
9.	Persons who are already working on contract/daily wages/ad-hoc basis in the University of Delhi or its College(s)	upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi or its colleges provided they have put in atleast one year of service.

\*The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

3. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC,ST,OBC and PwD category.

However, SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

#### 4. Caste/ Category Certificates

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2020-2021, therefore, valid NCL-OBC certificate issued during the period from 1.4.2020 to 31.3.2021 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 1.4.2020 to 31.3.2021), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
- (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
- (iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.



5. Those who are in employment with state/Central Govt/PSU, must submit a “NO OBJECTION CERTIFICATE” from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
6. Canvassing in any form will be a disqualification.
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
8. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
9. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
10. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
11. The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
13. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by Delhi University before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.
14. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.
15. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination in Computer Based Test (CBT) mode. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
16. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents. Further, incase it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the University.

## SECTION F

### REGISTRATION AND APPLICATION PROCESS:

1. The posts carry usual allowance as admissible to Central Government Servant of similar status.
2. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ONLINE** mode. The Online Applications can be submitted through websites : <https://recruitment.nta.nic.in> ; [www.du.ac.in](http://www.du.ac.in) during the period from **23-02-2021 to 16-03-2021**. No documents including the Registration Slip of on-line application form are required to be sent in Physical form. **However, all the applicants are advised to keep a copy of registration slip /confirmation page of their application with them, along with proof of payment for their record.**
3. The candidature of such applicants who fail to complete the online application by the stipulated date will not be considered and rejected. No correspondence in this regard will be entertained.
4. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications, failing which their application will be summarily rejected. Required educational qualification/ experience should be completed on or before last date of online submission of application. Recruitment Rules of Delhi University as amended from time to time will be applicable for selection.
5. The candidate must ensure that images of the photo and signature should be as per the Guidelines mentioned in the '**Upload Image Instructions**' and are clearly visible in preview at the time of filling of application in online mode. If photo/signature image is not as per instructions given in the '**Upload Image Instructions**' in that case, your application will be rejected. Due diligence and care should be taken while uploading images of photo and signature.

In order to fill the application form candidates are required to apply online as per procedure detailed below. The Application Form other than online mode will not be accepted. Before filling and submitting the online form, candidates should download the Information Brochure, advertisement and read them carefully. Candidates must follow the instructions strictly as given in the Information Brochure and on NTA website. Application Forms not complying with the instructions are liable to be rejected.

***The candidates are advised to ensure the following points before filling the Online Application Forms:***

- (i) The candidates shall ensure their eligibility before filling the Online Application Form. If found not eligible at a later stage, he/she stands rejected and no claim will be entertained.
- (ii) The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are of their own (which cannot be changed later)** as communication may be sent by NTA through **e- mail or SMS**.
- (iii) The Candidate should not give the postal address, Mobile Number or e-mail ID of Coaching Centre in the Online Application Form.
- (iv) Online submission of application may be done by accessing the NTA official website: **<https://recruitment.nta.nic.in>**.
- (v) Online Application Form cannot be withdrawn once it is submitted successfully.
- (vi) Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- (vii) A candidate is allowed to submit only one Application Form for one or more posts for which he /she is eligible for, with online payment of prescribed fee (in multiple of no. of posts applied for). However, if a candidate submits more than one Application Form for

- one or more posts, his/her candidature for those post(s) are likely to be cancelled.
- (viii) Request for change in any particular in the Application Form shall not be entertained under any circumstances.
- (ix) The Candidate has to choose 04 Cities in order of preference from the List of Cities given at Annexure-1 for Examination Centre. The Cities for Examination Centre once chosen cannot be changed and any request in this regard will not be entertained. NTA will allocate the examination centre in one of the chosen cities, which will be mentioned in the admit card. However, NTA may change the chosen city and/or the allocated centre for logistic and administrative reasons.

**Steps to Complete the Application Process:**

**Application Form may be submitted in the following four simple steps:**

Step I	<b>Registration for online application</b> and note down the system generated Application number for future Reference
Step II	Filling of Online Application Form
Step III	Upload scanned images of Candidate's Photograph (between 10 kb – 200kb) and Candidate's Signature (between 4 kb – 30kb) in JPG/JPEG format.
Step IV	Make payment of fee using suitable mode of payment as per details given in this section and keep as proof of fee paid.
<p><u>Note:</u></p> <ol style="list-style-type: none"> <li>1. The final submission of Online Application Form will remain incomplete if Step-3 and Step-4 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.</li> <li>2. No request for refund of fee once remitted/paid by the candidate will be entertained by NTA/Delhi University under any circumstances.</li> <li>3. The entire application process is online. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/By Hand.</li> </ol>	

***Before beginning the process of filling the Online Application Form, please keep the following information ready with you:***

- Govt. Identity Details like Election Card (EPIC No.)/Passport Number/ Ration Card Number/ PAN Number/ Other valid Government identity proofs.
- Address for communication, Mobile Number, email id, etc.
- Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only
- Scanned image of Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only
- Scanned images of all other documents (size of 50 kb to 300 kb) in PDF format only
- Bank details for payment of Fee, for uploading as part of submission of online application.
- Copy of Board/ University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth

## **Step I: Registration for Online Application:**

- **Fill in the basic information and note down the system generated Application Number**
- **Candidate's Name/ Mother's Name/ Father's Name:** Provide Candidate's Name, Mother's Name, Father's Name as given in the 10<sup>th</sup>/Matric/Secondary School Examination or equivalent Board/ University Certificate.
- **Date of Birth:** Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University certificate in 'dd/mm/yyyy' format.
- **Mobile Number and e-mail Address:** Candidates must provide own Mobile Number and e-mail address.  
(Please note only one e-mail address and one Mobile Number are valid for one application)

## **Step II: Filling the Online Application Form:**

1. The application particulars entered in Step-I can be edited before final submission of the Application Form except Mobile No. and Email address, which may not be changed after Step-I.
2. **Category:** General, General-EWS, SC, ST & OBC-NCL are available in the drop-down list under Category option.
  - **Other Backward Classes (OBC-NCL)- Non Creamy Layer** as per the Central List of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website ([www.ncbc.nic.in](http://www.ncbc.nic.in)). Thus, the candidates falling in this list may mention OBC-NCL in the Category Column. **State list OBC-NCL Candidates who are not in OBC-NCL (Central List) must choose General.**
  - **Economically Weaker Section (EWS)** - As per the OM No. 20013/01/2018-BC-II dated January 17, 2019 issued by the Ministry of Social Justice and Empowerment and the OM No. 12-4/2019-U1 dated 17.01.2019 as well as the Letters No 35-2/2019-T.S.I dated 21.01.2019, 01.02.2019, 04.02.2019 and 15.02.2019 of MHRD Department of Higher Education regarding implementation of reservation for Economically Weaker Sections (EWS) for admission in Central Educational Institutions.
3. **PwD Status:** "PwD" means Person with Benchmark Disabilities as defined in Section 2 (r) of the Rights of Persons with Disability (RPwD) Act (2016). As per the Guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment from time to time on the subject: "Written Examination for Persons with Benchmark Disabilities", a Candidate with Benchmark Disabilities is entitled to the following facilities :
  - a. The facility of Scribe, in case he/she has a physical limitation and a scribe is essential to write the Examination on his/her behalf, being so certified by a CMO/Civil Surgeon/ Medical Superintendent of a Govt. Health Care Institution in the **format** given at **Annexure-2**. However, as a measure of caution and due to the prevailing circumstances of COVID-19 Pandemic, such candidate is required to bring his/her own Scribe alongwith a **Letter of Undertaking** given at **Annexure-3**, for using own scribe. Hence, the concerned Candidate has to indicate his/ her PwD Status and requirement of Scribe in the online application form itself.
  - b. Compensatory time of one hour for Examination of three hours duration, whether such candidate uses the facility of Scribe or not.
4. **Nationality:** Indian Nationals.
5. **Choice of Examination Cities:** The candidate should select any **four** cities of their choice in order of preference from the List of Cities given at **Annexure-1** for his/ her Examination Centre. Allotment of Centre is System driven and there is no human intervention.
6. **Minority:** If applicable, the candidate should select any one of the Minority Community viz. Muslim, Christian, Sikh, Buddhist, Jain and Parsi, which is notified under minority community as per Section 2 (c) of National Commission for Minorities Act, 1992.
7. **Medium of Question Paper:**  
**The Candidates has to choose either English or Hindi in the online application form as medium for his / her question paper. In case of any ambiguity in translation of any of the questions, its English version shall be treated as final.**

### **Note:**

- A candidate has to submit online only one application form for one or more post(s) for which he /she is eligible.
- Once finally submitted, particulars in certain specific fields may be changed only during correction window. After that no communication in this regard would be entertained.

### **Step III: Uploading the Scanned Images :**

(a) **Uploading the Candidate's Photograph :**

Passport size photograph is to be used for uploading on Online Application Form and also required for pasting on Attendance Sheet at the time of examination centre.

The candidate should scan his/her passport size photograph for uploading. **File size must be between 10 kb to 200 kb** in JPG/JPEG format.

The photograph must be taken on or after 1<sup>st</sup> October, 2020. Photograph should not be with cap or goggles.

Spectacles are allowed if being used regularly.

**Polaroid and Computer generated photos are not acceptable.**

Applications not complying with these instructions or with unclear photographs are liable to be rejected.

**Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de- shaped or seems to be hand-made or computer made or morphed, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**

Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size colour photographs with white back ground.

(b) **Uploading Candidate's Signature:**

The candidates are required to upload the full signature in **running hand** writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as "**signature**" and the Application Form would be rejected. Further, unsigned Online Application Forms will also be rejected.

The candidate should put his full signature on white paper with Black Ink pen and scan for uploading. **File size must be between 4 kb to 30kb** in JPG/JPEG format.

(c) **Uploading Documents:**

The Candidate is required to upload : (i) Class-X Certificate as documentary proof of Date of Birth (file size : 50 kb to 300 kb); (ii) employment certificate (wherever applicable) (file size : 50 kb to 300 kb); (iii) category certificate (SC/ST/OBC-NCL/EWS, wherever applicable) (file size : 50 kb to 300 kb) & (iv) PwD Certificate (wherever applicable) (file size : 50 kb to 300 kb) in jpg/ jpeg format/file.

Stage IV: Payment of Fee	
Fee Payable by Candidates	
UNRESERVED (UR)	Rs.1000/-
OBC(NCL), EWS, FEMALE	Rs.800/-
SC, ST, PwD	Rs.600/-

**1. Method of Fee Payment**

After completing Step III of online Application Form, the candidate has to remit the examination fee (Step IV) by choosing the following options :-

- Through Debit/Credit card – Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/CreditCard.
- Through Net Banking - Check the balance in account and keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.
- Through Paytm and UPI

- Registration will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.*
- In case a candidate is found providing incorrect information or the identity is proved to be false at any time/ stage in the future, the candidate shall face penal action as per the law and their candidature would be treated as cancelled.
- The Candidates are not required to send/ submit hard copy of Confirmation page to NTA office. However, they are advised candidates are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.*
- Candidates must note that mere deduction of fee from the bank account is not a proof of fee payment. The payment should be supported by updated fee and generation of Confirmation page is the proof of successful submission of Application Form.*
- Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully.*

Note :-

(i) In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Annexure-2** of the Information Brochure), for ensuring the successful payment.

(ii) In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

(iii) However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

**(iv) To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA/DU will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.**

(v) The Candidates are advised to keep the following with them safely, till the admission process is completed:

- At least **four printouts** of the Confirmation Page of Online Application Form.
- Print Proof of fee paid.
- Photographs (**same as uploaded on the Online Application Form**) – 6 to 8 passport size photographs need to be kept aside.
- Copy of the Admit Card.



## Admit Card

- The Admit Card is issued provisionally to the candidates, subject to their fulfilling/satisfying the eligibility criteria/conditions laid down.
- The Admit Cards will be uploaded on the website : <https://recruitment.nta.nic.in>. The candidates can download their respective Admit Cards from this website in due course which will be announced in advance through this portal. The Candidates has to appear in the Test only in the Exam Centre on the Date and Timing as indicated in their respective Admit Cards. They have to check the admit card carefully for their Name, Date of Birth, Gender, Examination Centre Name, City, and Category, etc., as soon as they download the Admit Card. In case of any discrepancy, they can bring the same to the notice of NTA forthwith.
- No candidate will be allowed to appear at any examination centre, on Date and Timings other than that allotted to her/him in the Admit card.
- In case candidates are unable to download Admit Cards during the schedule to be announced later, from the website, the candidate should approach the Help Line 0120-6895200 between 9:30 am to 6:00 pm on all working days.
- **The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.**
- In case of any discrepancy in the particulars of the candidate on his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 09:30 am to 6:00 pm** on working days. **In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.**

### **Important Notes:**

- a) *Candidate may please note that Admit Cards will not be sent by post.*
  - b) *In no case, the duplicate Admit Card for Recruitment test/Examination would be issued at the Examination Centres.*
  - c) *Candidate must not mutilate the Admit Card or change any entry made therein.*
  - d) *Candidates are advised to preserve their Admit Cards in good condition for future reference.*
  - e) *No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.*
  - f) *Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility, which shall be further scrutinized at subsequent stages of Recruitment process.*
- In case of any technical issue or due to a natural disaster, if an examination in a particular shift has to be rescheduled, NTA may follow the process of normalization of the two test forms as per policy.
  - Allowing the candidates to appear in the test is provisional subject to being found otherwise eligible at the time of verification of documents and will be called for interview, if found eligible in all respect.

**Cities for Exam Centres for DU Recruitment Test (Non-Teaching Posts)-2021**

<b>Zone</b>	<b>State</b>	<b>City</b>	<b>City Code</b>
East 2	Tripura	Agartala	TA01
North2	Uttar Pradesh	Agra	UP01
West 1	Gujarat	Ahmedabad/Gandhinagar	GJ01
East 2	Mizoram	Aizawl	MZ01
North 3	Rajasthan	Ajmer	RJ01
South 2	Kerala	Alappuzha/Chenannur	KL01
North 2	Uttar Pradesh	Aligarh	UP02
North 4	Haryana	Ambala	HR01
West 1	Maharashtra	Amravati	MR03
North 4	Punjab	Amritsar	PB01
West 1	Gujarat	Anand	GJ02
East 1	Bihar	Arrah	BR09
East 2	West Bengal	Asansol	WB01
North 2	Uttar Pradesh	Bareilly	UP04
South 1	Karnataka	Belagavi(Belgaum)	KK02
South 1	Karnataka	Bengaluru	KK04
East 1	Bihar	Bhagalpur	BR02
North 4	Punjab	Bhatinda	PB02
West 2	Chhattisgarh	Bhilai Nagar	CG01
West 2	Madhya Pradesh	Bhopal	MP03
East 1	Odisha	Bhubaneswar	OR04
North 3	Rajasthan	Bikaner	RJ05
West 2	Chhattisgarh	Bilaspur CH	CG02
North 4	Chandigarh	Chandigarh/Mohali	CH01
South 2	Tamil Nadu	Chennai	TN01
South 1	Andhra Pradesh	Chirala	AP04
South 2	Tamil Nadu	Coimbatore	TN02
East 1	Odisha	Cuttack	OR05
East 1	Bihar	Darbhanga	BR04
North 2	Uttarakhand	Dehradun	UK01
East 2	Assam	Dibrugarh	AM01
South 2	Kerala	Ernakulam	KL04
North 1	Haryana	Faridabad	HR03
East 2	Sikkim	Gangtok	SM01
North 1	Uttar Pradesh	Ghaziabad	UP07
North 2	Uttar Pradesh	Gorakhpur	UP08
North 1	Uttar Pradesh	Noida/Greater Noida	UP09
South 1	Andhra Pradesh	Guntur	AP07
North 1	Haryana	Gurugram	HR04
East 2	Assam	Guwahati	AM02



West 2	Madhya Pradesh	Gwalior	MP06
North 2	Uttarakhand	Haldwani	UK02
North 4	Himachal Pradesh	Hamirpur	HP03
East 2	West Bengal	Hooghly	WB06
South 1	Karnataka	Dharwad/Hubballi(HUBLI)	KK10
South 1	Telangana	Hyderabad	TL01
East 2	Manipur	Imphal	MN01
West 2	Madhya Pradesh	Indore	MP07
West 2	Madhya Pradesh	Jabalpur	MP08
North 3	Rajasthan	Jaipur	RJ06
North 4	Punjab	Jalandhar	PB04
West 1	Maharashtra	Jalgaon	MR13
East 1	Jharkhand	Jamshedpur	JH03
North 2	Uttar Pradesh	Jhansi	UP10
North 3	Rajasthan	Jodhpur	RJ07
East 2	Assam	Jorhat	AM03
South 1	Andhra Pradesh	Kakinada	AP09
South 1	Karnataka	Kalaburagi(Gulbarga)	KK08
East 2	West Bengal	Kalyani	WB08
North 4	Himachal Pradesh	Kangra/Palampur	HP04
South 2	Kerala	Kannur	KL07
North 2	Uttar Pradesh	Kanpur	UP11
South 1	Telangana	Karimnagar	TL02
North 4	Haryana	Karnal	HR06
East 2	Nagaland	Kohima	NL02
West 1	Maharashtra	Kolhapur	MR14
East 2	West Bengal	Kolkata	WB10
South 2	Kerala	Kollam	KL09
North 3	Rajasthan	Kota	RJ08
South 2	Kerala	Kottayam	KL11
South 2	Kerala	Kozhikode	KL12
South 1	Andhra Pradesh	Kurnool	AP10
North 4	Haryana	Kurukshetra	HR07
North 2	Uttar Pradesh	Lucknow	UP12
South 2	Tamil Nadu	Madurai	TN08
South 1	Karnataka	Mangaluru(Mangalore)	KK12
North 1	Uttar Pradesh	Meerut	UP14
West 1	Gujarat	Mehsana	GJ08
North 2	Uttar Pradesh	Moradabad	UP15
West 1	Maharashtra	Mumbai/Navi Mumbai	MR16
North 2	Uttar Pradesh	Muzaffarnagar	UP16
East 1	Bihar	Muzaffarpur	BR06
South 1	Karnataka	Mysuru(Mysore)	KK14
West 1	Maharashtra	Nagpur	MR17
West 1	Maharashtra	Nanded	MR18

South 1	Andhra Pradesh	Nellore	AP11
North 1	Delhi	Delhi/New Delhi	DL01
North 4	Punjab	Patiala/Fatehgarh Sahib	PB08
East 1	Bihar	Patna	BR07
East 2	Andaman and Nicobar	Port Blair	AN01
North 2	Uttar Pradesh	Prayagraj	UP03
West 1	Maharashtra	Pune	MR22
East 1	Bihar	Purnea	BR08
West 2	Chhattisgarh	Raipur	CG03
South 1	Andhra Pradesh	Rajahmundry	AP13
West 1	Gujarat	Rajkot	GJ10
East 1	Jharkhand	Ranchi	JH04
North 2	Uttarakhand	Roorkee	UK06
East 1	Odisha	Rourkela	OR08
South 2	Tamil Nadu	Salem	TN11
East 1	Odisha	Sambalpur	OR09
West 2	Madhya Pradesh	Satna	MP13
East 2	Meghalaya	Shillong	MG01
North 4	Himachal Pradesh	Shimla	HP06
South 1	Karnataka	Shivamogga(Shimoga)	KK15
North 3	Rajasthan	Sikar	RJ09
East 2	Assam	Silchar	AM04
East 2	West Bengal	Siliguri	WB11
West 1	Gujarat	Surat	GJ11
East 2	Assam	Tezpur	AM05
South 2	Kerala	Thiruvananthapuram	KL17
South 2	Kerala	Thrissur	KL18
South 2	Tamil Nadu	Tiruchirappalli	TN14
South 2	Tamil Nadu	Tirunelveli	TN15
South 1	Andhra Pradesh	Tirupathi	AP16
North 3	Rajasthan	Udaipur	RJ11
South 1	Karnataka	Udupi/Manipal	KK17
West 2	Madhya Pradesh	Ujjain	MP15
West 1	Gujarat	Vadodara	GJ12
North 2	Uttar Pradesh	Varanasi	UP18
South 2	Tamil Nadu	Vellore	TN18
South 1	Andhra Pradesh	Vijayawada	AP17
South 1	Andhra Pradesh	Visakhapatnam	AP18
South 1	Andhra Pradesh	Vizianagaram	AP19
South 1	Telangana	Warangal	TL07
North 4	Haryana	Yamuna Nagar	HR10
North 4	Jammu & Kashmir	Jammu	JK02

**Note :** NTA reserves the right to change any of the above mentioned Cities that may have been opted by any candidate in his/ her Online Application Form, at a later stage due to logistic reasons and may allot another City to him/her from his/ her Choices of Cities, given in the Online Application Form.

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (*name of the candidate with disability*), a person with \_\_\_\_\_ (*nature and percentage of disability as mentioned in the certificate of disability*), S / o / D / o \_\_\_\_\_, a resident of \_\_\_\_\_ (*Village/District/State*) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.



Signature  
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a  
Government health care institution  
Name & Designation  
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

*[Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist/PMR).]*

**LETTER OF UNDERTAKING FOR USING OWN SCRIBE**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that the qualification of scribe is \_\_\_\_\_. In case, subsequently it is found that the qualification of scribe is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to admission and claims relating there to.

(Signature of the candidate with Disability)

**Photograph of  
Candidate  
same as  
uploaded in  
online  
application**

**Photograph of  
Scribe**  
  
(Self-Attested  
Photograph)

Place:

Date:

Name of Scribe	ID of the Scribe	ID NO.

**Payment of Exam Fee and Helplines**

1. Prescribed Examination Fee (please see the Information at a Glance) can be paid through any Bank/Payment Gateway in any Payment Mode mentioned below. The service / processing charges per transaction & GST applicable thereon @ 18 % are to be paid by the candidate to the Bank / Payment Gateway concerned at the time of transaction [except for payment made through debit card (Visa/Master)] :

S.No	Mode of Payment	STATE BANK OF INDIA		ICICI BANK			PAYTM	
1	Net Banking	SBI	Rs 5.00+GST	ICICI	NIL Charge		Rs 4 +GST	
		Other Banks		Other Banks	4.00 + GST			
2	All Debit Card	Nil		ICICI or Other Banks	Transaction upto Rs 2000/-	0%	Transaction upto Rs 2000/-	0%
					Transaction above Rs 2000/-	0.5 % + GST	Transaction above Rs 2000/-	0.8 % + GST
3	Credit Card	Domestic	0.80% of Fee+ GST (Minimum Rs 11/-)	Domestic	0.40%of Transaction value		Domestic (Minimum Rs. 12)	0.4%+GST
		International	3.50% of Fee+ GST (Minimum Rs 11/-)	International	2.35%of Transaction value		International	3.5%+GST
4	Unified Payment Interface (UPI)			ICICI or other banks	Transaction upto Rs 2000/-	0%	Transaction upto Rs 2000/-	0%
					Transaction above Rs 2000/-	5.00% + GST	Transaction above Rs 2000/-	0.65 % + GST
							PAYTM Wallet Charge	0.8%+GST

**2. Helplines:****(a) If Paying through State Bank of India (SBI):**

Level	Name	Email ID	Contact Number
1	Helpdesk	<a href="mailto:dgmcs.cc@sbi.co.in">dgmcs.cc@sbi.co.in</a>	18004253800
2	Helpdesk3	<a href="mailto:sbi.05222@sbi.co.in">sbi.05222@sbi.co.in</a>	08026599990
3	Customer Care	<a href="mailto:agmcustomer.lhodel@sbi.co.in">agmcustomer.lhodel@sbi.co.in</a>	1800112211
4	Through SMS	<b>UNHAPPY (add text)</b>	8008202020

**(b) If Paying through ICICI Bank:**

Level	Name	Email ID	Contact Number
1	Aiysha Khatun	<a href="mailto:support.nta@ingenico.com">support.nta@ingenico.com</a>	01204728426
2	Vishal Kumar	<a href="mailto:vishal.kumar5@icicibank.com">vishal.kumar5@icicibank.com</a>	7428928047
3	Mohit Bhatia	<a href="mailto:mohit.bhatia@icicibank.com">mohit.bhatia@icicibank.com</a>	9810086455

**(c) If Paying through PAYTM:**

Level	Name	Email ID	Contact Number
1	Shailesh	<a href="mailto:education.support@paytm.com">education.support@paytm.com</a>	7827407411
2	Shubham	<a href="mailto:education.support@paytm.com">education.support@paytm.com</a>	8360328961

(d) **NTA Helpdesk Contact details (incase the payment related issues are not resolved through the above mentioned Helplines of the concerned Bank/Payment Gateway Interator):**

**Email:**

**Phone No.:** 0120-6895200

### **3. Procedure to raise payment related Grievance:**

- a. After (successful completion of Step-4, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**
  - b. In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Annexure- I of the Information Bulletin), for ensuring the successful payment.
  - c. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
  - d. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.
4. Information to be provided by the Candidate while raising any payment related query/grievance through QRS/email/Helplines: -
- a. Name of the Bank and /or payment Gateway.
  - b. Date and time of the transaction
  - c. Transaction Number
  - d. Bank Reference Number
  - e. Proof of transaction
  - f. Screenshot from the payment portal (incase of payment failure).

Home

### Steps to apply online

- ✓ Apply for Online Registration
- ✓ Fill Online Application Form
- ✓ Upload Scanned Photo & Signature
- ✓ Pay Examination Fee

Application Form Recruitment for Delhi University (DU) 2021

New Registration

### Only Registered Candidates Sign In

Application Form Recruitment for Delhi University (DU) 2021

Application No

Password

Security Pin as shown below  
(Case Sensitive)

S2G669

Security Pin

Sign In

---

[Forgot Password ?](#)      [Forgot Application No ?](#)

Registration

Application Form

Image Upload

Fee Payment

## Instructions and Procedure for online submission of Application Form

[Download Information Bulletin](#)

- Please read the instructions, procedure and Information Bulletin carefully before you start filling the Application Form.
- Candidate can apply for Various Post in Delhi University 'ON-LINE' only through official website (<https://recruitment.nta.nic.in>).
- Please ensure your eligibility as per the criteria laid down for the Post you apply for in Delhi University.

#### 4. Examination Fees

The fee (in Indian Rupees) per Post for Delhi University is as follows:

EXAMINATION FEE DETAIL		
General/ Unreserved	OBC(NCL)/ EWS /Female / Transgender	SC/ ST/ PwD
Rs. 1000/-	Rs. 800/-	Rs. 600/-

**Note :** Exam fee amount calculate as above amount as per rule \* no of post applying.

**Processing charges & Goods and Services Tax (GST) will be charged extra by the Bank.**

- The fee is to be submitted through Net Banking/Debit/Credit Card.

#### 6. Application Procedure: Steps to be followed to apply online

**Step 1: Registration for Online Application Form** and note down system generated **Application Number**. The candidate should supply all the details while filling the Online Application Form and is also required to create PASSWORD and choose Security Question and enter his/her Answer. After successful submission of the personal details, Application number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future correspondence. For subsequent logins, candidate will be able to login directly with the respective system generated **Application Number** and created **Password**.

**Step 2: Complete the Application Form** Candidate can login with the system generated Application Number and created Password for completing the Application Form.

#### Step 3: Upload Scanned Images of Candidate Photograph, Signature

- Scanned photograph and signature should be in JPG/JPEG format.
- Size of scanned photograph should be between 10 kb to 200 kb.
- Size of scanned signature should be between 4 kb to 30 kb.
- The photograph should be coloured or black/white (but clear contrast).**

**Note :** Upload the correct Photograph and Signature as the facility for correction in images will not be given.

#### Step 4: Pay Examination Fee using Net Banking/Debit/Credit Card :

Payment by Debit/Credit Card/Net Banking: The candidate has to select Debit/Credit Card/Net Banking option to pay the application fee and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after payment of fee then the transaction is cancelled and amount will be refunded to the candidate's account. However the candidate has to make another transaction, in case the Confirmation Page is not generated.

#### 7. Important Instructions about PASSWORD

- During registration, candidate will be required to choose PASSWORD and Security Question and its Answer. Candidate is advised to remember his/her password for all future logins.
- The Password must be as per the following Password policy.
  - Password must be 8 to 13 character long.
  - Password must have at least one Upper case alphabet.
  - Password must have at least one Lower case alphabet.
  - Password must have at least one numeric value.
  - Password must have at least one special characters eg. !@#%&\*-
- For subsequent logins, candidate will be able to login directly with his/her respective system generated Application Number and the chosen Password.
- Candidate is advised not to disclose or share his/her password with anybody. Neither NTA nor NIC will be responsible for violation or misuse of the password of a candidate.
- Candidate can change his/her passwords after login, if desired.
- Candidate should remember to log out at the end of his/her session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.

#### 8. How to reset your Password : The following options are available to reset Password

- Using Security Question & its Answer you chosen during Form filling .
- Using a verification code sent via text message (SMS) to your Registered Mobile No.
- Using a reset link sent via Email to your Registered Email address.

- The Application Number printed on the computer generated Confirmation Page must be mentioned in all such correspondences. It is therefore essential to note down the application number printed on the Confirmation Page.

**NOTE:-**Please fill the Application Form carefully as the facility for Correction will not be given.

- I have downloaded Information Bulletin, read and understood all the Instructions therein as well as those mentioned above, and filling up the online application form accordingly.

[Click here to Proceed](#)



Home

Registration

Application Form

Document Upload

Fee Payment

### Personal Details

Candidate's Name	<input type="text"/>		
Father's Name	<input type="text"/>		
Mother's Name	<input type="text"/>		
Date of Birth	--Day--	--Month--	--Year--
Gender	--Select--		
Identity Type	--Select--		
Identification Number	<input type="text"/>		

### Contact Details

Address	<input type="text"/>		
Locality(Optional)	<input type="text"/>		
City/Town/Village	<input type="text"/>		
Country	--Select--		
State	--Select--		
District	--Select--		
Pin Code	<input type="text"/>		
Alternate Contact No. (Optional)	<input type="text"/>		
Email Address	<input type="text"/>		
Mobile Number	<input type="text"/>	<input type="text"/>	

### Permanent Address

Same As Present Address

Address	<input type="text"/>		
Locality(Optional):	<input type="text"/>		
City/Town/Village	<input type="text"/>		
Country	--Select--		
State	--Select--		
District	--Select--		
Pin Code	<input type="text"/>		

### Choose Password

Password	<input type="password"/>
Confirm Password	<input type="password"/>
Security Question	--Select--
Security Answer	<input type="text"/>

### Security Pin

Enter security pin (case sensitive)

Security Pin

Submit

## Permanent Address

Address:	okhla nsic	Locality(Optional):	govinpuri
City/Town/Village:	nsic	Country:	India
State:	DELHI	District:	SOUTH DELHI
Pin Code:	110014		

## Account Details

Security Question:	What is your neighbour's pet name ?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)
--------------------	-------------------------------------	------------------	-------------------------------------	-----------	-------------------------------------

## Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Registration Form finally, changes can not be made.

- My Name     Father Name     Mother Name  
 Mobile Number     Email ID

## Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future examinations conducted by NTA

I Agree

EDIT Registration Form

Final Submit

### Review Page !!

Close X

Please review the following informations carefully.  
If you would like to change any information entered, you may do so by pressing 'EDIT REGISTRATION FORM' button or press 'FINAL SUBMIT' button for final submission.

## Permanent Address

Address:	okhla nsic	Locality(Optional):	govinpuri
City/Town/Village:	nsic	Country:	India
State:	DELHI	District:	SOUTH DELHI
Pin Code:	110014		

## Account Details

Security Question:	What is your neighbour's pet name ?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)
--------------------	-------------------------------------	------------------	-------------------------------------	-----------	-------------------------------------

## Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Registration Form finally, changes can not be made.

- My Name     Father Name     Mother Name     Date of Birth     Gender     Address  
 Mobile Number     Email ID

## Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future examinations conducted by NTA

I Agree

EDIT Registration Form

Final Submit

## Permanent Address

Address:	okhla nsic	Locality(Optional):	govinpuri
City/Town/Village:	nsic	Country:	India
State:	DELHI	District:	SOUTH DELHI
Pin Code:	110014		

## Account Details

Security Question:	What is your neighbour's pet name ?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)
--------------------	-------------------------------------	------------------	-------------------------------------	-----------	-------------------------------------

## Particulars checklist to be verified

Kindly verify all the particulars before proceeding further. No changes can not be made.

- My Name
- Father Name
- Mother Name
- Mobile Number
- Email ID

**Confirm !!**

Do you wish to submit Registration Form finally ?

## Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future examinations conducted by NTA

I Agree



### Application Progress Status

- [View Registration Form](#)
- [Complete Application Form](#)
- [Upload Documents](#)
- [Pay Examination Fee](#)

### Verify Mobile No. & Email Id

- [Verify Mobile Number](#)
- [Verify Email Id](#)

Application Status	
Registration Form	Completed
Application Form	Incomplete
Upload Documents	Incomplete
Application Fee Payment	Incomplete

You have completed **Registration Form**. Please note down the Application Number for future references.

Application Number : **2122 1000 0033**

Fill the Application Form by clicking on button as shown below.

Registration ✔
Application Form 🔍
Document Upload
Fee Payment

**Personal Details**

<b>Candidate's Name</b>	<input type="text" value="TEST CANDIDATE NAME"/>		
<b>Date of Birth</b>	<input type="text" value="05"/>	<input type="text" value="01"/>	<input type="text" value="1991"/>
<b>Gender</b>	<input type="text" value="Male"/>		
<b>Father's Name</b>	<input type="text" value="TEST FATHER NAME"/>		
<b>Mother's Name</b>	<input type="text" value="TEST MOTHER NAME"/>		
<b>Nationality</b>	<input type="text" value="--Select--"/>		
<b>Name of the State where You were born</b>	<input type="text" value="--Select--"/>		
<b>Category</b>	<input type="text" value="--Select--"/>		
<b>Are/were you serving as</b>	<input type="text" value="--Select--"/>		
<b>If you are a PwD Candidate, do you have benchmark disability (40% or more / "Severe" where percentage is not defined) ?</b>	<input type="text" value="--Select--"/>		
<b>Whether Minority</b>	<input type="text" value="--Select--"/>		
<b>Are you serving in Delhi University?</b>	<input type="text" value="--Select--"/>		
<b>Marital Status</b>	<input type="text" value="--Select--"/>		

**Apply For**

<b>Recruitment Test For</b>	<input type="text" value="Recruitment for Delhi University"/>		
<b>Apply For</b>	<input type="checkbox"/> MEDICAL OFFICER (P1001) <input type="checkbox"/> ASSISTANT REGISTRAR (AR)(P1002) <input type="checkbox"/> PRIVATE SECRETARY (P0701) <input type="checkbox"/> SECURITY OFFICER (P0702)		
<b>Question Paper Medium</b>	<input type="text" value="--Select--"/>		
<b>State/Exam City 1st Choice</b>	<input type="text" value="--Select State/UT--"/>	<input type="text" value="--Select--"/>	
<b>State/Exam City 2nd Choice</b>	<input type="text" value="--Select State/UT--"/>	<input type="text" value="--Select--"/>	
<b>State/Exam City 3rd Choice</b>	<input type="text" value="--Select State/UT--"/>	<input type="text" value="--Select--"/>	
<b>State/Exam City 4th Choice</b>	<input type="text" value="--Select State/UT--"/>	<input type="text" value="--Select--"/>	

**Education Details**

**10th or equivalent Marks Details**

<b>Pass Status</b>	<b>Year of Passing/appearing</b>	<b>Course/Stream Name</b>
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
<b>University/Institutes Name</b>	<b>Result Mode</b>	<b>Medium of Study</b>
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
<b>Institute Name &amp; Address</b>	<input type="text"/>	

12th or equivalent Marks Details

Pass Status Select	Year of Passing/appearing Select	Course/Stream Name Select
University/Institutes Name Select	Result Mode Select	Medium of Study Select
Institute Name & Address		

Graduate Marks Details

Pass Status Select	Year of Passing/appearing Select	Course/Stream Name Select
University/Institutes Name Select	Result Mode Select	Medium of Study Select
Institute Name & Address		

Post Graduate Marks Details

Pass Status Select	Year of Passing/appearing Select	Course/Stream Name Select
University/Institutes Name Select	Result Mode Select	Medium of Study Select
Institute Name & Address		

Any Other Marks Details

Pass Status Select	Year of Passing/appearing Select	Course/Stream Name Select
University/Institutes Name Select	Result Mode Select	Medium of Study Select
Institute Name & Address		

Employment Details

Are/Were you Employed ? --Select--

Security Pin

Enter security pin (case sensitive)

Security Pin 00838E



Submit

## Employment Details

Are/Were you Employed?: Currently Employed/Were Employed

SNo.	Name of Last/Current Organization and Address	Sector	Organisation Type	Post Held	Nature of Duties	Work Experience From	Work Experience To
1	sdgsdgd	Information Technology	Private Limited Company	sdgsdg	dgdsg	14/06/2016	20/02/2021

### Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Ap

- My Name   
  Father Name   
  Mother Name  
 Person with Disability (PwD)   
  Apply For   
  Examination Cities

**Review Page !!** Close X

Please review the following informations carefully.  
If you would like to change any information entered, you may do so by pressing 'EDIT APPLICATION FORM DATA' button or press 'FINAL SUBMIT' button for final submission.

### Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future examinations conducted by NTA

I Agree

EDIT APPLICATION FORM DATA
Final Submit

## Employment Details

Are/Were you Employed?: Currently Employed/Were Employed

SNo.	Name of Last/Current Organization and Address	Sector	Organisation Type	Post Held	Nature of Duties	Work Experience From	Work Experience To
1	sdgsdgd	Information Technology	Private Limited Company	sdgsdg	dgdsg	14/06/2016	20/02/2021

### Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Application

- My Name   
  Father Name   
  Mother Name   
  D  
 Person with Disability (PwD)   
  Apply For   
  Examination Cities   
  Ed

**Confirm !!**

Do you wish to submit Application Form finally ?

Yes
No

### Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future examinations conducted by NTA

I Agree

EDIT APPLICATION FORM DATA
Final Submit



### Application Progress Status

- [View Registration Form](#)
- [View Application Form](#)
- [Upload Documents](#)
- [Pay Examination Fee](#)

### Verify Mobile No. & Email Id

- [Verify Mobile Number](#)
- [Verify Email Id](#)

Application Status	
Registration Form	Completed
Application Form	Completed
Upload Documents	Incomplete
Application Fee Payment	Incomplete

**You have completed step 2 of Online Application Form.**

If you want to edit filled Application Form then click 'Edit Application Form' button shown below. Otherwise proceed for uploading of scanned images by clicking 'Upload Images' button to complete step 3.

Application Number : 2122 1000 0033






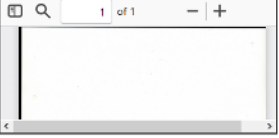
Edit Application Form
Upload Images



Registration ✓ Application Form ✓ Document Upload **Document Upload** Fee Payment

Upload Documents

Please upload the following Scanned Files carefully.

S.No.	Required Document	Document Specifications	Upload
1	<b>Photograph</b>	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	Browse... test_photo.JPG 
2	<b>Signature</b>	Document Format: JPG Min Size (KB): 4 Max Size (KB): 30	Browse... test_sign.v2.jpg <i>Test sign</i>
3	<b>Category</b>	Document Format: PDF Min Size (KB): 100 Max Size (KB): 300	Browse... 5_6287153...6489.pdf 
4	<b>PwD</b>	Document Format: PDF Min Size (KB): 50 Max Size (KB): 300	Browse... kkkkkkkkkk.pdf 
5	<b>Date Of Birth Certificate</b>	Document Format: PDF Min Size (KB): 50 Max Size (KB): 300	Browse... Ja.pdf 
6	<b>Xth Certificate</b>	Document Format: PDF Min Size (KB): 50 Max Size (KB): 300	Browse... 5_6287153...6489.pdf 
7	<b>Employment Certificate</b>	Document Format: PDF Min Size (KB): 50 Max Size (KB): 300	Browse... PanCard.pdf 

Submit and Preview



Application Progress Status

- View Registration Form
- View Application Form
- View Uploaded Documents
- Pay Examination Fee

Verify Mobile No. & Email Id

- Verify Mobile Number
- Verify Email Id

Application Status	
Registration Form	Completed
Application Form	Completed
Upload Documents	Completed
Application Fee Payment	Incomplete

You have completed step 3 of Application Form for Recruitment for Delhi University (DU) 2021. The processing of application form will be completed only after the payment of fee. After payment of Fee, you will not be able to edit the filled Application Form data and Uploaded Documents.

**You are required to pay the fee Rs. 1200/- .**

Application Number : 2122 1000 0033

- Edit Application Form
- Edit Uploaded Documents
- Pay Examination Fee Rs. 1200 /-



Recruitment for Delhi University (DU) 2021



Mode of Payment

Activity : Examination Fee Payment

Select Mode of Payment

- Online Payment

Proceed for payment

**Note:** The examination fee must be deposited through Debit/Credit Card/Net Banking

Recruitment for Delhi University (DU) 2021

User Details

Candidate Name	TEST CANDIDATE NAME	Fee Amount	1200/-
Application Number	212210000033	Customer Id	21221000003301901
Date of Birth	05-01-1991		

Examination Fee Payment

Select Payment Provider :

- SBI MOPS (Debit Card/Credit Card/UPI/Net Banking of any bank)
- ICICI Bank Payment Gateway (Debit Card/Credit Card/UPI/Net Banking of any bank)
- Paytm Payment Gateway (Debit Card/UPI/Net Banking/Credit Card/Paytm Wallet)

PROCEED FOR PAYMENT

Click here to [Cancel](#) this Transaction.





Application Progress Status

- View Registration Form
- View Application Form
- View Documents
- View Fee Receipt

Download Confirmation Page

- Download Confirmation Page
- Email Confirmation Page

Verify Mobile No. & Email Id


- Verify Mobile Number
- Verify Email Id

Application Status	
Registration Form	Completed
Application Form	Completed
Upload Documents	Completed
Application Fee Payment	Completed

You have completed all the steps of online Application Form.  
Now download the confirmation page.  
Application Number : 2122 1000 0033

[Download Confirmation Page](#)

Confirmation Page

<b>Application No.</b>	<b>212210000033</b>		-
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DO NOT SEND THIS PAGE TO BOARD.

CANDIDATE IS REQUESTED TO RETAIN THE PRINTOUT OF ACKNOWLEDGEMENT PAGE FOR FUTURE REFERENCE.

**Personal Details**

<b>Candidate's Name</b>	TEST CANDIDATE NAME	<b>Date of Birth</b>	05-01-1991
<b>Mother's Name</b>	TEST MOTHER NAME	<b>Category</b>	EWS
<b>Father's Name</b>	TEST FATHER NAME	<b>Gender</b>	Male
<b>If you are a PwD Candidate, do you have benchmark disability (40% or more / "Severe" where percentage is not defined) ?</b>	Yes	<b>Type of Disability</b>	Visual impairment as specified in the Schedule of RPwD Act, 2016
<b>Do you need scribe (as the criteria given in the Information Bulletin) ?</b>	Yes - I shall bring my own scribe	<b>Are/were you serving as</b>	Not Applicable
<b>Are/were you serving as</b>		<b>Are you serving in Delhi University?</b>	Contractual/Daily Wages/Ad-hoc
<b>Guardian's Name</b>	0	<b>Nationality</b>	Indian
<b>Whether Minority</b>	Yes	<b>Minority Type</b>	Christian
<b>Name of the State where You were born</b>	CHANDIGARH	<b>Marital Status</b>	Married

**Apply For**

<b>Recruitment Test For</b>	Recruitment for Delhi University	<b>Preferred Medium for Question Paper</b>	English
<b>Apply For</b>	SENIOR PERSONAL ASSISTANT (P0704), JUNIOR ENGINEER (ELECTRICAL)(P0603)	<b>State/Exam City 1st Choice</b>	BIHAR - Darbhanga
<b>State/Exam City 2nd Choice</b>	CHANDIGARH - Chandigarh/Mohali	<b>State/Exam City 3rd Choice</b>	ANDAMAN AND NICOBAR ISLANDS - Port Blair
<b>State/Exam City 4th Choice</b>	BIHAR - Muzaffarpur		

**Employment Details**

Are/Were you Employed ? : Currently Employed/Were Employed

Sno	Name of Last/Current Organization and Address	Sector	Organisation Type	Post Held	Nature of Duties	Work Experience From	Work Experience To
1	sdgsdgs	Information Technology	Private Limited Company	sdgsdg	dgdsg	14/06/2016	20/02/2021

**Contact Details**

<b>Address</b>	OKHLA NSIC	<b>Locality</b>	GOVINPURI
<b>City/Town/Village</b>	NSIC	<b>Country</b>	India
<b>State</b>	DELHI	<b>District</b>	SOUTH DELHI
<b>Pin Code</b>	110014	<b>Email Address</b>	jay*****@gmail.com
<b>Mobile Number</b>	883****172	<b>Alternate Contact No.</b>	--



**Fee Payment Details**

<b>Payment Mode:</b>	<b>Exam Fee:</b>	<b>Fee Submitted On:</b>	<b>Customer ID:</b>
EPG	1/-	22/02/2021 12:32:07	21221000003301902

**DECLARATION**

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. I have read and understood the Board procedures. I shall abide by the terms and conditions thereon.

**Images Uploaded by Candidate**

<p><b>Photograph</b></p> 	<p><b>Signature</b></p> 
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**List of Document Uploaded**

Photograph,Signature,Category,PwD,Date Of Birth Certificate,Xth Certificate,Employment Certificate

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