



SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI -110 021

Ref.No.SVC/DPC/2022/

13.07.2022

NOTIFICATION

Applications are invited from the eligible candidates for promotion to the post of Junior Assistant to be filled through the Limited Departmental Examination.

A. Scheme of Examination:

Written Test			
Paper	Type of Examination	Time	Max. marks allowed
I	MCQ Type	2hours	100 marks (100 questions)
II	Essay in English or Hindi	1 hour	100
Total			200 Marks

B. Test Components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	Applications are invited from the eligible candidates for promotion to the post of Assistant to be filled through the Limited Departmental Examination.	20
Total		100 Marks

Paper - II	Test Components	Duration : 1 hour
	Essay in English or Hindi	Marks : 100
	Total	100 Marks

Skill Test	Test Components	Details
	On spot typing test	Qualifying speed shall be 30 words per minute, which will tested on a computer (PC).

Note:

1. The details of the Scheme of Examination and other important information are given in – **Annexure I** enclosed.
2. The question paper will 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.

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3. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
4. The Application Form is available in the Establishment Section. The completed application form must be submitted in the Establishment Section latest by **5:00 P.M. on 20th July, 2022**. Application received after the last date shall not be considered.
5. Any addendum/ corrigendum shall be displayed on the College Notice Board.

C. Suresh Babu
PRINCIPAL
@ 13/7/22

Copy to:

1. College Notice Board/ Website of the College
2. All Concerned Officers
3. DPC File



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4.3.9 Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of Junior Assistant through limited departmental exams.

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2hours	100 marks (100 questions)
Paper-II	Essay in English or Hindi	1 hour	100
Total Marks			200

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
TOTAL		100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay in English or Hindi	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test*

* 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.

Exemption from qualifying the typing test:

The genuine attempts for exemption from qualifying the typing test on computer after attaining the age of 45 years for the purpose of promotion to the post of Junior Assistant under 25% quota reserved for Multi Tasking Staff (erstwhile Group-D employees) will be determined as follows-

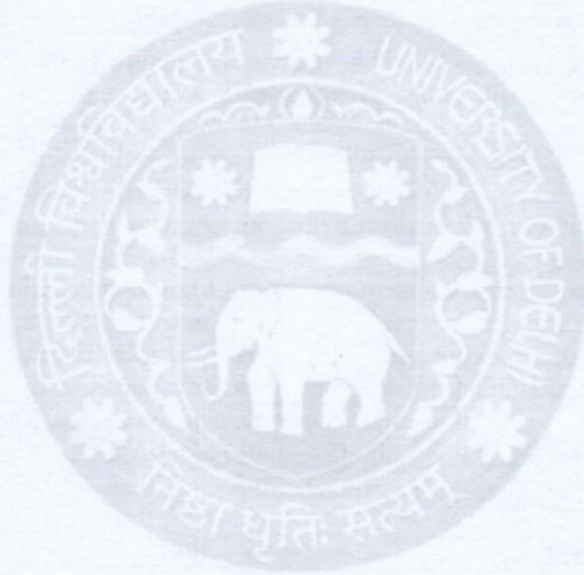
“A minimum typing speed of 15 w.p.m on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”



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Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.





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Application for the Post of **Junior Assistant** through Limited Departmental Examination

1. Name of the Candidate (in block Letter): _____
2. Father's Name/ Husband's Name: _____
3. Whether belongs to SC/ST/ OBC/PWD: _____
4. Present Designation: _____
5. Department: _____
6. Date of Joining: _____
7. Educational Qualifications: _____
8. Technical Qualifications: _____
9. Present Pay Level: _____
10. Mobile No. _____
11. Any other information: _____

Date :

(Signature)

The application of _____ who is working as MTS in this Section/Department of the Sri Venkateswara College, is forwarded to the Principal to the Principal for the Consideration, if otherwise eligible, please.

Date:

Signature
Section-in-charge