

Sri Vekanteswara College
University of Delhi
Benito Juarez Road, Dhaula Kuan, New Delhi

Ref: SVC/Admin/Rectt./NT/2017

07.02.2018

NOTICE FOR WRITTEN TEST FOR THE POST OF PROFESSIONAL ASSISTANT (LIBRARY)

A written test for Direct Recruitment to the post of PROFESSIONAL ASSISTANT (LIBRARY) will be held as per the tabular details appended below:-

S.NO	Name of Post	Date of Exam	Timing of Exam	Examination Centre
01	Professional Assistant	06.03.2018	<p>Paper-1(MCQ)-Test of Library Aptitude, General Awareness etc. Duration-02HOURS 1000hrs to 1200hrs.</p> <p>PAPER-II Library System etc. Duration-03HOURS 0100hrs to 0400hrs.</p> <p>SKILL TEST-III 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 University Librarian, Deputy Librarian, College Librarian or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning. (The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.)</p>	Sri Venkateswara College, Benito Juarez Road, Dhaula Kuan, New Delhi-110021

The following are the important instructions to be followed by the candidates before appearing in the above mentioned written examination:-

1. Admit Card for written examination will be available online. Admit Card will not be sent by the College through post (DAK). Candidates are requested to download his/her Admit Card having Roll No. of the candidate from the college website www.svc.ac.in under section "Job and Opportunities" under Notice and Circulars tab for appearing in the

Written Test. Candidates will not be allowed to appear in the test without a valid Admit Card.

2. The list of eligible candidates, who are found provisionally eligible, based on the information provided by them is available on college website www.svc.ac.in
3. The candidate must bring with them one of the Photo Identity Proof (in Original) i.e. PAN CARD, VOTER CARD, AADHAR CARD, DRIVING LICENCE. A copy of the admit card should also be available with the candidates.
4. The eligible candidates are also being informed about the date of written test through their E-mail Ids mentioned in their application.
5. Candidates are requested to bring with them Ball Pen(Blue or Black)for Written Examination
6. Candidates will be required to be present in the Examination Hall at least half an hour before the commencement of Examination and they shall not be allowed to leave the examination hall until the exam is over. Candidates arriving after 15 minutes after commencement of examination shall not be permitted to enter the examination hall.
7. The candidates will not be allowed to appear in the examination, if they do not bring the Admit Card as well as his/her Identity Proof, in originals.
8. The candidates should follow all the instructions given by the Invigilators at all states of the examination. Watches, Calculators, mobile phone, pager, log tables, electronic gadgets, blank or printed papers, written chits, note book etc etc are not allowed in the Examination. Mere possession of such article will lead to cancellation of candidature.
9. Answer sheet and Question papers will be supplied in the examination hall. No candidate will be allowed to leave the examination hall, without handing over his/her question booklet and answer sheet to the invigilator on duty. Any candidate who does not handover his/ her Answer sheet and Question Booklet or is found to be taking Answer sheet/Question Booklet out of examination hall, shall be disqualified, besides, other legal action as appropriate.
10. Both the papers (PAPER-I and PAPER-II) are compulsory. Candidates who do not appear in Paper-I, Shall not be allowed to appear in Paper-II.

11. TEST COMPONENTS:

Paper -I	Test Component	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)	Language English or Hindi	25	50
	Total	150	300

NOTE:- The Candidate has to secure 50%marks in section(i) of this paper , 5% relaxation will be provided for SC/ST/OBC/PwD

12. **PAPER-II** The question will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of library and Information Science Procedures rules & Regulations.• Knowledge of computers with special reference to knowledge of Library Software Packages of word processing, data analysis packages	Section1-MCQ 100 marks (50 Questions) Section2-Descriptive 50 marks (5 Questions)

15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy Candidates.

SKILL TEST

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, Malayalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish, and Russian.

For any inadvertent error in scheme of examination, and other details please refer DU approved notification on the matter, which shall be final and binding.

13. The skill test will be conducted ONLY in respect of those candidates who will qualify Paper-I and Paper-II, as per prescribed scheme of examination by the University of Delhi. PwD Candidates for whom complete exemption for type test is provided as per guidelines issued by the Central Government, will be exempt from the skill test.

14. There shall be negative marking for wrong answers in Paper-I to the tune of 1/4th of the marks allocated per question.

NOTE: - The Candidate has to secure 50%marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD

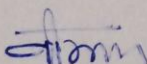
12. **PAPER-II** Subject specific laboratory based practical questions.

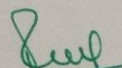
The paper will cover the following areas:

Topic	Marks allocated
<ul style="list-style-type: none">• Subject specific laboratory based practical questions• Knowledge of computers with special reference to knowledge of word processing, data analysis packages	Section1-MCQ 100 marks(50 Questions) Section2-Descriptive 50 marks (5 Questions)

15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy Candidates.

13. There shall be negative marking for wrong answers in Paper-I to the tune of $1/4^{\text{th}}$ of the marks allocated per question.
14. The minimum qualifying marks for Paper-I and Paper-II separately shall be 45% for Unreserved Posts and 40% for the posts reserved for OBC and 35% for the posts reserved for SC/ST category.
15. The answer script of Paper-II of candidates would be evaluated. Only if the candidate qualifies in Paper-I.
16. Merit shall be drawn only for candidates who qualify Paper-I, Paper-II and Skill test separately. The merit shall be drawn on the basis on combined scores of Paper-I and Paper-II only.
17. In case of any difficulty in downloading of admit card and inaccuracies in the particulars, the candidates are advised to send their queries at principal@svc.ac.in and CC at adminofficer@svc.ac.in


ADMINISTRATIVE OFFICER


PRINCIPAL

