

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

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

19.02.2018

**NOTICE FOR LIMITED DEPARTMENTAL EXAMINATION FOR MINISTERIAL CADRE POSTS**

A limited departmental examination will be held as part of the process for promotion to the under mentioned post as per the tabular details appended below:-

Sl No.	Name of the Posts	Category of Post	Number of Posts	Date of Exam
01.	Junior Assistant	UR	01 02	05.03.2018

2. Venue of Examination: **Sri Venkateswara College**

Time of Examination and other details: as per tabular details appended below:-

**Part A**

WRITTEN TEST			
	TYPE OF EXAM	TIME	MAX MARKS ALLOWED
PAPER –I	MCQ Type	2 hours (1000 hrs. – 1200 hrs.)	100 Marks (100 Questions)
PAPER-II	Essay in English or Hindi	1 hours (1300 h to 1400hrs)	100 Marks
Total Marks			200 Marks

**Part B Test Components**

Paper –I	Test Components	Marks
(i)	General awareness Including numerical ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, and Ordinances	20
(iii)	Application of Office Procedure, Rules and Regulations	20
(iv)	Skill in Noting and Drafting	20
(v)	General English and Hindi	20
TOTAL		100

**Skill Test**

Skill Test	Test Component	Details
	On Spot Typing Test *	Qualifying speed shall be 30 word per minutes, which will be tested on a computer

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

3. Scheme of examination, syllabus, qualifying criteria and other details: **As approved by the University of Delhi is** attached herewith for information of the candidates.

4. List of eligible candidates will be put on the notice board, interested and eligible candidates may appear in the examination accordingly.

  
ADMINISTRATIVE OFFICER

  
PRINCIPAL

E.1.9 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	2 hours	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*

\*PwD 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'."