Essential Qualification

ASSISTANT
(PB-1) Rs. 5200-20200 + G.P. Rs. 2400 on VIth CPC (Level-4) as per VII CPC

Total Post: 01; Unreserved

Essential:

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma/ Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline.

Or

Graduate Degree in Computer Applications / Office Management / Secretarial Practice/ Financial Management / Accounts or equivalent discipline from a recognized University

2. Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/ UGC)

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

I.   Scheme of the Examination:

Written Test			
	Type of Examination	**Time**	**Maximum Marks allowed**
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	150
Total Marks			**450**

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

II.   Test components:

Paper-I	TEST COMPONENTS	Duration: 2 hours	
		NO. OF QUESTION	**MARKS**
(A)	General awareness	30	60
(B)	Reasoning ability	40	80
(C)	Mathematical ability	40	80
(D)	Test of Language English or Hindi	40	80
	Total	**150**	**300**

Paper-II	TEST COMPONENTS	Duration: 2 hours
		MARKS
	Descriptive Type	150
	Total	**150**

III. 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 every day 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 and culture, Geography, Economics, General Policy, Science and Scientific Research, National / International Organisations /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, judgement decision making, visual memory, discrimination, observation, relationship, concept 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, LCM, HCF Ratio and Proportion, Percentage, Average, Profit and Loss, Discount. Simple and Compound Interest, Mensuration, Time and Work, Time and Distance, Tables and 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 the test ability of the candidate's knowledge and awareness about the subject detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10) Each question to be answered in 100 words
Basic knowledge of the Administration in institutions of Higher Education	20 marks (2 questions x 10) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules and Regulations	30 marks (3 questions x 10) Each question to be answered in 100 words
English / Hindi with special reference to skill in noting / drafting	20 marks (2 questions x 10) 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