SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi-110007 | Website: www.srcc.edu

Phone: 27667905, 27666519 | Fax: 27666510 | E-mail: srcc@srcc.edu

Advertisement No. SRCC/AD/2013/01, Dated: 13-09-2013

Applications are invited for the following post (s) on permanent basis from the desirous candidates in the prescribed Application Form. The details of the posts, number of vacancies, qualification(s), pay band, procedure for filling vacancies etc. are given under:

Sl. No	Name of Posts	No. of Posts				Upper Age Limit	Pay Band	Grade Pay
		UR	OBC	SC	ST			
1.	Administrative Officer	1	–	–	–	35 Years	(PB-3) Rs.15600 – 39100	Rs.5400
2.	Sr. Assistant	1	–	–	–	30 Years	(PB-2) Rs. 9300 – 34800	Rs.4200
3.	Professional Assistant (Lib)	1	–	–	–	35 Years	(PB-2) Rs. 9300 – 34800	Rs.4200
4.	Sr. Technical Assistant (Computer)	1	–	–	–	35 Years	(PB-2) Rs. 9300 – 34800	Rs.4200
5.	Semi Professional Assistant (Lib)	1	–	–	–	35 Years	(PB-1) Rs. 5200 – 20200	Rs.2800
6.	Assistant (UDC)	4	–	1	–	30 Years	(PB-1) Rs. 5200 – 20200	Rs.2400
7.	Jr. Library & Information Assistant	–	1	–	–	27 Years	(PB-1) Rs. 5200 – 20200	Rs.1900
8.	Jr. Assistant-Cum-Typist (Office & Hostel)	1	–	–	–	27 Years	(PB-1) Rs. 5200 – 20200	Rs.1900
9.	Caretaker	–	1	–	–	30 Years	(PB-1) Rs. 5200 – 20200	Rs.1900
10.	Library Attendant (MTS)	0	0	1	2	27 Years	(PB-1) Rs. 5200 – 20200	Rs.1800
11.	Computer Lab Attendant (MTS)	0	1	–	–	27 Years	(PB-1) Rs. 5200 – 20200	Rs.1800

Note:
- One post is reserved for PwD (OH) out of the above posts.
- Period of Probation – One Year

Refer to the Annexure-II of the advertisement at College website www.srcc.edu for Qualification, Selection Process, Syllabus of examination/test & interview.

1. Candidate can obtain the **Application Form** from the College office on cash payment of Rs.200 (Rs.100 for reserved categories) on all working days between 9:00 a.m. to 12:30 p.m. and 2:30 p.m. to 4:30 p.m.

2. Candidate can also download the Application Form from the college website – Annexure-I. A bank draft of Rs.200 (Rs.100 for candidates belonging to reserved categories) in favour of **"Principal, Shri Ram College of Commerce, Delhi"** should be attached with the prescribed application form.

3. Candidates belonging to PwD category are exempted from payment of application fee provided certificate of disability is furnished at the time of obtaining the form and attached with the application form.

4. The upper age limit and minimum educational qualification for the posts shall be determined as on the last date for submitting Application Form.

5. The relaxation in age to candidates belonging to SC/ST/OBC/PwD categories will be allowed as per University of Delhi/Government of India rules, i.e. three years for OBC candidates and five years for SC, ST and PwD candidates.

6. Candidates belonging to reserved categories should submit caste certificates issued in their own name. The certificate of OBC candidates should mention non-creamy layer status. Only those OBC candidates would be considered under the reserved category of OBC whose caste is listed in the Centre List for OBCs.

7. A separate application form should be filled in by the candidate for each post along with separate fee if he/she wishes to apply for more than one post.

8. College reserves the right to change/alter the nature and number of post (s) and not to fill any or all the posts advertised.

9. Candidates serving in government/autonomous bodies/PSUs etc. are required to send their application(s) through proper channel.

10. The last date for submitting the application is 15-10-2013.

11. Candidates would be required to submit self attested copies of their documents/testimonials mentioned in the Application Form at the time of applying.

12. Application other than in prescribed form, incomplete application, unsigned application, application without prescribed fee, application without required documents/testimonials or application reaching after the last date by Post/Courier will be rejected without further reference.

13. The college will notify the dates of tests & interview in advance at its website and will also intimate to the candidates through registered posts. No personal inquiry shall be entertained in this behalf.

14. No T.A. or D.A. will be paid for appearing in the written test and interview.

15. Application completed in all respects should reach to **"The Principal, Shri Ram College of Commerce, (University of Delhi), Maurice Nagar, Delhi – 110 007"** on or before the last date of submitting application.

PRINCIPAL

SHRI RAM COLLEGE OF COMMERCE

(University of Delhi)
Maurice Nagar, Delhi – 110 007
Phone : 27667905   Fax : 27666510

APPLICATION FORM FOR NON–TEACHING POSTS

Post Applied For   :...

Advertisement No.   :...

....

Paste Passport Size Photograph (Self Attested)

1. **Name of the Applicant** : Mr./Miss/Mrs...
   (in Block Letters)

2. **Father's Name** :...

3. **Date of Birth** : (i) ☐☐ ☐☐ ☐☐☐☐
      D D   M M   Y Y Y Y

   (ii) Age: .... Years: .... Months as on: ....

4. (a) Whether belongs to any   : ....(Yes / No)
      reserved category
      If yes, name of the category   : ....
      {OBC/SC/ST/PwD(OH/VH/HH)}

   (b) Whether applying under any   : ....(Yes / No)
      reserved category as per
      advertisement
      If yes, name of the category   : ....
      {OBC/SC/ST/PwD(OH/VH/HH)}

5. (a) Address for Communication   : ....

      ....

      ....

      : Phone No. .... Mobile No. ....

      Email...

   (b) Permanent Address   : ....

      ....

      ....

      : Phone No. ....

6. **Sex** : ....(Male / Female)

7. **Nationality** : ....

8. Marital Status : ....(Married / Unmarried)

9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board / University	Institution	Passing Year	% marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board / University	Institution	Passing Year	Division

11. Work Experience:

Name of Organization	Designation	Working Period From	To	Salary / Pay Scale

12. (a) Do you know typewriting : English....................(Yes / No)   Hindi....................(Yes / No)

    If yes, state speed : English.......................(w.p.m.)   Hindi.......................(w.p.m.)

    (b) Do you know shorthand : English....................(Yes / No)   Hindi....................(Yes / No)

    If yes, state speed : English.......................(w.p.m.)   Hindi.......................(w.p.m.)

13. Do you have computer proficiency : ....(Yes / No)

    If yes, state which of the following you know and work with confidence (✓) :

    MS Word ☐   Email ☐

    MS Excel ☐   Browsing & Searching ☐

    MS Powerpoint ☐

14. Any other Information   : ....

....

....

15. Details of fee
(in case applicable & payable as per advertisement for candidates applying in a downloaded form)

(a) Amount of fee   : ....

(b) Draft No.   : ....

(c) Draft Date   : ....

(d) Name of Bank (on which DD drawn) : ....

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

....
(Signature of Applicant)

Place : ....

Date : ....

....
(Name of Applicant)

ENDORSEMENT FROM EMPLOYER
(for applicant in employment)

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Date : ....

....
Signature of
the Head of the organization /department
(With seal)

(PTO)

GENERAL INSTRUCTIONS

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.

2. Latest passport size photograph should be pasted at specified place.

3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.

4. Candidates belonging to /applying under any reserved category OBC*/SC/ST/PwD(OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
    * OBC candidates only from the Central List of OBCs' having non-creamy layer status are eligible.

5. Applicants in employment should get their application endorsed from their employer.

6. The envelop containing application form should be superscribed as:

    "Application for the post of ……………………………………………………"
    name of the post

7. In case of downloaded application, the prescribed fee should be payable through demand draft payable at Delhi in favour of "Principal, Shri Ram College of Commerce".

8. Application should be addressed to:

    The Principal
    Shri Ram College of Commerce
    Maurice Nagar
    Delhi – 110 007

9. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.

10. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testmonials in support of educational qualification, experience and category; and application reaching after the last date by post/courier will be rejected.

11. No TA/DA will be paid for attending the prescribed tests and interview.

SHRI RAM COLLEGE OF COMMERCE

ADMIT CARD

Written Test for the post of _____

(to be filled by the candidate)

Roll No. ....

Date of Examination ....

Address of Centre : Shri Ram College of Commerce,
University of Delhi
Maurice Nagar, Delhi - 110007

(For office use)

Latest Passport
Size Photograph

PARTICULARS OF CANDIDATE

Name of Candidate   : ....

Father's Name   : ....

Category   : .... (General/OBC/SC/ST/PwD)

Address of Candidate   : ....

....

....

....

Signature of Candidate   Administrative Officer

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1. <u>Administrative Officer</u>

Educational Qualification Required:

Essential:

1. Good academic record plus Masters degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category)

Desirable:

1. At least three year 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. L.L.B. or MBA or CA/ ICWA or MCA or M.Phil/ P.h.D qualification.

Selection Process:

Direct Recruitment:-

The following shall be the scheme of Examination, components of written test and its syllabus etc. for the posts in the common cadre of **Administrative Officer** by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type (150 questions)	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type	Time: 2 hours	Max. marks allowed: 150 marks	
Total Marks (150+150+150)			**450 marks**

II. Components of Written Test

COMPONENTS		DURATION	
		NO. OF QUESTIONS	**MARKS**
(A)	Test of General Studies	150	150
(B)	Educational Administration and Management	--	150
TOTAL			**300**

Note:

1. The questions shall generally be on the minimum qualification level.
2. There shall be no negative marking for wrong answers.

3. The minimum qualifying marks 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/PH category in each section i.e., Section-A and Section-B of the test components.
4. Answer script of Section-B of a candidate would be evaluated only if he qualifies in Section-A of test components.
5. The candidates may write Section-B of written test either in English or Hindi.

III. Syllabus:

Section A: Test of General Studies (Objective 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.

Section B: 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.

2. Sr. Assistant

Educational Qualification Required:

Essential:

1. Graduate with minimum 50% marks or Post Graduate Diploma with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and
   Dipolma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline.

   Or

   Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.
2. Minimum 4 Years of Administrative Experience

Selection Process:

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

A. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			**300 marks**

B. Objective Type (General Awareness):

The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application to society, General English, Mathematical Ability and Computers. Questions will also be designed to test knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economic scene, General Polity, Scientific Research, basics/fundamentals of computers, sports etc. These questions will be such that they do not require a special study of any discipline.

C. 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:

Basic knowledge of the Constitution of India

Knowledge and application of Office Procedures, Rules & Regulations.

English with special reference to skill in noting/drafting.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:
1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

D. 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

3. Professional Assistant (Lib.)

Educational Qualification Required:

Essential:

1. M.Lib.Sc./ M.L.I.Sc. Or equivalent with 50% marks;
<div align="center">Or</div>
Master's Degree in Arts / Science / Commerce or any other discipline with 50% marks and B.Lib.Sc / B.L.I.Sc. with 50% marks.
2. Computer Science paper at Graduate / PG level or Six months Computer Science course from a recognized institution

Selection Process:

By Direct Recruitment-

The following shall be the scheme of Examination. Components of written test and its syllabus etc. for recruitment to the post of Professional Assistant by direct recruitment:

A. **Scheme of the Examination**:

Written Test			Interview/ Personality Test
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks Allowed: 150 marks	**Max. Marks Allowed: 50 Marks**
Descriptive Type Paper-II	Time: 2 hours	Max. marks Allowed: 100 Marks	
Total Marks (150+100+50)			**300 marks**

B. **Objective Type (General Awareness):** The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application in Library and Information Science and aptitude in General English, Mathematical Ability and Computers.

C. **Descriptive type**: The questions will be designed to test the ability of the candidate's knowledge and awareness in Library and Information Science, and recent development in the field and on the following subjects.

Knowledge and application of Library and Information Science Procedures, rules & Regulations.

Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.

Note:
1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D. **Personality Test/ Interview:** The interview / personality test shall be conducted in such a manner that the candidate's 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.

4. Sr. Technical Assistant (Computer)

Educational Qualification Required:

Essential:

1. MCA or M.Sc. (Computer Science / IT) from a recognized University / Institute with one year experience or B.Tech. / B.E. (Computer Science / Information Technology / ECE) or Equivalent degree with one year experience in relevant area.

Selection Process:

Candidates are required to appear in a written/ practical test to adjudge the professional/ technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/ practical test and interview.

5. <u>Semi Professional Assistant (Lib.)</u>

Educational Qualification Required:

Essential:

1. Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks;
2. B.Lib.Sc / B.L.I. Sc. With 50% marks.
3. Cource in Computer Application at Graduate / PG level or Six months Computer Science course from a recognized institution.

Selection Process:

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:

Written Test			Interview/ Personality Test
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks Allowed: 150 marks	**Max. Marks Allowed: 50 Marks**
Descriptive Type Paper-II	Time: 2 hours	Max. marks Allowed: 100 Marks	
Total Marks (150+100+50)			**300 marks**

B. Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its applications in Library and Information Science, General English, Mathematical Ability and Computers.

C. Descriptive type: 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. 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.

Note:
1 The questions shall generally be on the minimum qualification level of the post concerned.
2   There shall be no negative marking for wrong answers.
3   The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per

languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.

4   Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.

5   The minimum marks for Qualifying in the interview/ personality test shall be 50%.

D   Personality Test/ Interview: The interview / personality test shall be conducted in such a manner that the candidate's 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.

6.   Assistant (UDC)

Educational Qualification Required:

Essential:

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

Or

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline from a recognized University.

2.   Minimum 2 Years of Administrative Experience

Selection Process:

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

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	Objective Type General Awareness etc. (150 questions)	2 hours	150
Paper-II	Descriptive Type	2 hours	100
Interview			50
Total Marks			**300**

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
i.	Test of General Awareness	40	40
ii	General Intelligence and Reasoning ability	40	40
iii.	Arithmetical & Numerical Ability	30	30
iv.	Test of Language English or Hindi	40	40
	TOTAL	**150**	**150**

Paper-II	TEST COMPONENTS	DURATION: 1½ hours
		MARKS
	Descriptive Type	100
	TOTAL	**100**

C. Syllabus:

Paper - I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter 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) General Intelligence and 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.

(iii) Arithmetical and Numerical 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.

(iv) 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:

Knowledge and application of Office Procedures.

Skill in noting/drafting.

Knowledge of Computer operating with special reference to knowledge of word processing, data analysis packages.

Note:
6. The questions shall generally be on the minimum qualification level of the post concerned.
7. There shall be no negative marking for wrong answers.
8. The minimum qualifying marks 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/PH category in each paper i.e., Paper-I and Paper-II of the test components.
9. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

D   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

7. **Jr. Library & Information Assistant**

Educational Qualification Required:

Essential:

Direct recruitment:-
1. Passed Sr. Secondry 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.
4. Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized institution.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Junior Library and Information Assistants/ Library Assistants by the direct recruitment:

A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks allowed:
Written Test			
Paper-I	Objective Type General Awareness etc. (75 questions)	1 hours	150
Paper-II	Descriptive Type	1 hours	100
Interview			50
Total Marks			**300**

A. English Comprehension: Quantitative aptitude and reasoning ability (Mathematical), General Awareness will be of Secondary or equivalent level.
B. The Library and Information Science will be of Certificate in Library and Information Science level.

Note:
1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

C. Personality Test/ Interview: The interview / personality test shall be conducted in such a manner that the candidate's 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.

8. <u>Jr. Assistant cum Typist</u>

Educational Qualification Required:

Essential:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University / Institution with at least 50% marks or a Graduate from a recognized University and
Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

Or

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

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Selection Process:

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

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	Objective Type General Awareness etc. (150 questions)	2 hours	150
Paper-II	Essay & Comprehension test	1 hours	100
Interview			50
Total Marks			**300**

B. Test Components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	**MARKS**
i.	Test of General Awareness	40	40
ii	General Intelligence and Reasoning ability	40	40
iii.	Arithmetical & Numerical Ability	30	30
iv.	Test of Language English or Hindi	40	40
	TOTAL	**150**	**150**

Paper-II	TEST COMPONENTS	DURATION: 1 hours
		MARKS
	Essay & Comprehension & letter writing	100
	TOTAL	**100**

Candidates are required to qualify the typing test also

C. Syllabus:

Paper I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter 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) General Intelligence and 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.

(iii) Arithmetical and Numerical 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.

(iv)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.

Paper – II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language.

Candidates are required to qualify the Typing test also.

D.   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.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each paper i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

9. Caretaker

Educational Qualification Required:

Essential:

1. Senior Secondary School Certificate (+2) with ITI Trade Certificate or an equivalent qualification in Electrical / Civil Plumbing / Air Conditioning.

<div align="center">Or</div>

A degree / diploma in Mechanical / Electrical / Civil / Electronics Engineering or equivalent.

2. At least 3 years experience in the field, preferably in a Government department / organization or commercial establishment of repute.

Selection Process:

Eligible candidates would be required to appear for the Personal Interview

10. Library Attendant (MTS)

Educational Qualification Required:

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution.
2. Certificate in Library Science / Library and Information Science from a recognized institution.

Desirable:

Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of M.T.S. Library by the direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	Objective Type General Awareness etc. (75 questions)	1 hours	150
Paper-II	Descriptive Type	1 hours	100
Interview			50
Total Marks			**300**

A. Simple English, General Awareness and Mathematical Calculation of 8thstandard

B. General awareness / Library aptitude.

Note:
1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.

3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

C. **Personality Test/ Interview:** The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication an problem solving skills and overall personality etc.

11. **Computer Lab Attendant (MTS)**

Educational Qualification Required:

Essential:

Should have Passed Senior Secondary (10+2) or an equivalent examination with science subjects.

Selection Process:

Candidates are required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on performance of the candidates in the written test and interview.