

JANKI DEVI MEMORIAL COLLEGE

(University of Delhi) NEW DELHI-110060

No. - 925

Notice

31 Oct 2023

Applications are invited from the eligible candidates for promotion to the post of Junior Assistant from MTS through LDE. Last date of submission of form is 20 Nov 2023. Application may be obtained from SO (Admin.) and to be deposited to the same by due date ie 20 Nov 2023. Written Examination will be conducted on 06 Dec 23 at 0200pm in the Committee Room. Eligibility & Details of Scheme of examination are available on University of Delhi website. However, Syllabus and scheme of the examination for the same is also enclosed for ready reference to all concerned.

Date: 31 Oct 23

Prasanna
PRINCIPAL

[Signature]



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Junior Assistant
2.	No. of Posts	317
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Limited Departmental Examination 75% by Direct recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Limited Departmental Examinations: Amongst the Matriculate employees working in the University with minimum period of 03 years regular service in the cadre. Employees from Library and Laboratory cadre will not be eligible for the LDE.



दिल्ली विश्वविद्यालय
University of Delhi

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*	Qualifying speed shall be 30 words per minute, which will be tested on a computer (PC).

* 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.



दिल्ली विश्वविद्यालय
University of Delhi

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’.”

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.