



कृष्णा होस्टल/ KRISHNA HOSTEL
जानकी देवी मेमोरियल कॉलेज/ JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/ (University Of Delhi)
सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०
Sir Ganga Ram Hospital Marg, New Delhi-110060
दूरभाष : ४६८७६६३०, Tel. : 49876630
E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in



संदर्भ संख्या/Ref. No. KH/004/25

दिनांक/Dated. 19/05/2025

Krishna Hostel, Janki Devi Memorial College invites applications from the eligible candidates on the prescribed form for appointment to one post of **JUNIOR ASSISTANT (Female)** on purely contract basis on a consolidated salary of Rs. 23,000/- p.m. for a period of six months which is extendable for further period depending upon the performance of the selected candidates:

ESSENTIAL QUALIFICATIONS:

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.

DESIRABLE: Candidates with knowledge of Accounts/Tally will be preferred.

Maximum Age Limit: 27 years

Please note the following:

1. Candidates fulfilling the eligibility criteria as per University of Delhi/UGC norms may apply.
2. The incumbent is expected to work under the close supervision of Administrative Officer/Hostel Committee/Warden/Provost. He should possess an aptitude for drafting/noting in English, office procedures, Data Processing in a computerized environment and is expected to provide support services in one or more function with key focus on Accounts and Finance.
3. Application Form and the Scheme of Examination as prescribed by the University of Delhi are enclosed.
4. The age relaxation to the reserved categories or others will be as per University of Delhi rules and regulations.
5. All eligible candidates will be required to appear in a Written Test and a Skill Test.
6. The college reserves the right to add or delete the number of posts or not to fill any or all the above-mentioned post(s).
7. If at any stage, the candidate is found to be ineligible, his/her candidature will stand cancelled.
8. Any addendum/corrigendum, dates of tests etc shall be posted on the college website only.
9. Canvassing in any form shall be a disqualification.
10. Candidates are advised to visit College website www.jdm.du.ac.in regularly for any update regarding this recruitment.
11. Please note that no separate letters will be issued by the college.
12. No TA/DA will be paid.

The Application Forms completed in all respect should reach by Speed / Registered Post ONLY to the "The Provost, Krishna Hostel, Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060. The last date for receipt of completed application form is 02.06.2025. The envelope must be superscribed as "Application for the post of JUNIOR ASSISTANT".

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PROVOST



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4.3.4 Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus 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:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5 hour	100
Total Marks			300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
	TOTAL	200	200

Paper-II	TEST COMPONENTS	DURATION: 1 hour	
		MARKS	
	Essay, comprehension & letter writing	100	
	TOTAL	100	

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, 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.

C. 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 everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to



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History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /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, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, 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, 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 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:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately 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/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3.5 Scheme of Examination for Direct Recruitment for the post of MTS

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of MTS

A. Scheme of Examination:

Written Test		
Paper – I (MCQ Type) (100 questions)	Time: 2 hrs.*	Max. Marks: 200 marks
Total Marks		200 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTION S	MARKS
(i)	General awareness	25	50
(ii)	Reasoning ability	25	50
(iii)	Mathematical ability	25	50
(iv)	Test of Language English or Hindi	25	50
	TOTAL	100	200

B. Syllabus:

(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 everyday observation as may be expected of an educated person. The test will include questions relating to India and her 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) 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, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, 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, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

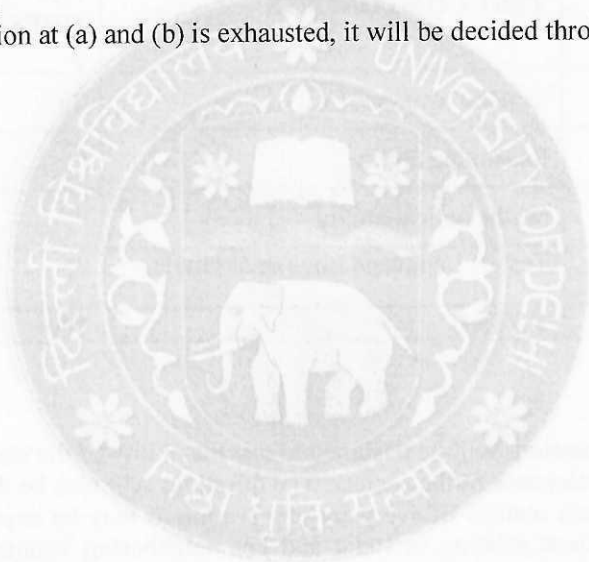
(iv) Test of English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.



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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 questions in the written test will be of the level of examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for written test will be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in Written test to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify the written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



Application No. _____
(to be filled in by the office)



Please duly attested
passport size
photograph

JANKI DEVI MEMORIAL COLLEGE

Sir Ganga Ram Hospital Marg,
New Delhi-110 060

POST APPLIED FOR _____

Please read the notes carefully given at the end before filling the form.

1. Name (in block letters): _____
2. Father's/Husband's Name: _____
3. (i) Date of Birth (in figures): _____
(in words): _____
(ii) Age _____ Years _____ Months(as on date) _____
4. Nationality: _____ Male/Female _____ Married/Unmarried _____
5. Postal Address _____
_____ Pin code _____ Contact No. _____ Email : _____
6. Permanent Address _____
_____ Pin code _____ Contact No. _____ Email : _____
7. Do you belong to Scheduled Caste/Scheduled Tribe or OBC? If so, state the name of the Caste/Tribe and attach a Certificate _____
8. Are you Ex-service man/Disabled Personnel/Development or Defence Personnel Killed in action? If so, attach certificates _____
9. Are you a Physically Handicapped Person? If so, give details _____
10. Have you been debarred or punished for adopting unfair means in any examination by the Institution/Board or University? if so, please specify _____

11. Educational Qualifications:

Examination Passed	Name of the University/Board	School/College Attended	Division with percentage of marks obtained	Year of passing	Subjects offered

12. Are you attending any part-time/full time course of study? If so, state the name of the course and the Institution you have joined: _____

13. Experience, if any:

Office in which worked/working	Designation	Period From	To	Length of Experience	
				Years	Months

14. Indicate the time you will require to join, if selected_____

15. Do you know typewriting/shorthand? If so, state speed:

English Shorthand_____ w.p.m. Typewriting_____ w.p.m.

Hindi Shorthand_____ w.p.m. Typewriting_____ w.p.m.

16. Do you have working knowledge of Computers? If so, give details_____

17. Have you applied for any other post of the college? If so, state the name of the post and date when applied:_____

18. Any other information_____

Dated_____

Signature of the Applicant

Declaration:

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Dated_____

Signature of the Applicant

Forwarded (only for those who are already employed):

The facts stated in the above application have been verified and found correct.

Dated_____

Head of the Deptt./Institution
(with seal)

Notes:

- 1. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
- 2. Applicants who are in employment should send their application is through their employers.
- 3. One recent passport size photograph should be pasted on the application form.
- 4. Incomplete application form will be rejected.
- 5. No T.A./D.A. will be paid for attending the prescribed tests and interviews.
- 6. Minimum qualifications and pay scale for the posts advertised are attached with the application form.