



मुक्त शिक्षा विद्यालय
School of Open Learning
(मुक्त शिक्षा परिसर)
(Campus of Open Learning)
दिल्ली विश्वविद्यालय, दिल्ली-110007
University of Delhi, Delhi – 110007
फोन Phone-27666777, 27662766
फैक्स Fax-27667242



संदर्भ सं./मु.शि.वि./स्था.1/2023

Endt.No./SOL/Estab.I/2023/1370

Nokariadda

तिथि : _____
Dated: 11th October 2023

ADVERTISEMENT

Online applications are invited in the prescribed Application Form at web <https://sol.du.ac.in> from eligible candidates for appointment to the following posts as per 7th CPC pay matrix in addition to the other usual allowances in the College. **The last date for receipt of applications is 04th November, 2023 or two weeks** from the date of publication of the advertisement in the **Employment News**, whichever is later. For complete details please visit the College Website (<https://sol.du.ac.in>) as well as University of Delhi website (www.du.ac.in). Persons with Benchmark Disability (PwBD) candidates may approach the Helpdesk set up at the SOL in case they require any assistance in filling up application form.

S.N	Post	Total Vacancies	UR	SC	ST	OBC	EWS	PwBD	Click for Details
1	Deputy Registrar (Level-12)	01	01	-	-	-	-	-	Link
2	Academic Coordinator (Level-10)	01	01	-	-	-	-	-	Link
3	Assistant Registrar (Level-10)	03	01	01	-	01	-	-	Link
4	Junior Programmer * (Level-10)	02	01	-	-	01	-	-	Link
5	Junior Engineer (Electrical) (Level-6)	01	-	-	-	-	-	(HI-01)	Link
6	Senior Assistant (Level-6)	08	04	01	01	02	-	-	Link
7	Technical Assistant (Computer) (Level-5)	05	02	-	-	01	01	(HI-01)	Link
8	Stenographer (Level-4)	03	01	01	-	01	-	-	Link
9	Assistant (Level-4)	14	07	01	02	03	01	-	Link
10	Junior Assistant (Level-2)	37	09	04	05	12	04	(VI-02, LD-01)	Link
11	Driver (Level-2)	01	01	-	-	-	-	-	Link
12	Lab. Attendant (Computer) (Level-01)	01	01	-	-	-	-	-	Link

*The post is re-designated as Programmer in DU Recruitment rules.

Abbreviations: UR- Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, PwBD-Persons with Benchmark Disabilities, EWS-Economically Weaker Sections. VI-Visual Impairment (including blindness, Low Vision), HI-Hearing Impaired, LD-Locomotor Disability Learning Disability.

Link for Online Application Form: <https://web.sol.du.ac.in/info/online-application-form-for-officer-staff>

Principal, SOL



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Qualification:

1. Deputy Registrar (Pay Level-12)

Essential:

1. A Master's degree with at least 55% marks or an equivalent grade of B in the UGC seven point scale or an equivalent grade.
2. At least 09 years of experience as Assistant Professor in a college of a University with experience in educational administration.
Or
Comparable experience in Research Establishments and other Institutions of Higher Learning.
Or
At least 05 years administrative experience as Assistant Registrar or in an equivalent post at Level 10.

Desirable:

1. Experience in University administration and familiarity with the working of university bodies and institutions.
2. Thorough knowledge of service matters or accounts/budget or conduct of examinations.
3. MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil/Ph.D qualification.
4. The candidates having formal qualification and /or experience in thrust areas in which University intends to attract candidates, i.e. (a) Information Technology (b) Finance and Accounting (c) Internal Quality Assurance Cell (IQAC) and (Research Policies formulation & implementation/ Research Administration & Coordination/ International Collaborations/ IPR/Patents are encouraged to apply.

Note:

1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/noting skills, conversant with the office procedure and capable to formulate proposals independently.
2. Should be able to participate in discussions with senior functionaries and academicians.
3. He is expected to handle one or more functions independently related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management /HR/Legal.

Age Limit: 45 years

Selection Process: Interview



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2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview, School of Open Learning may apply a more stringent criterion.
3. Application fees and forms are to be submitted as per details given below:

General/Unreserved Category Rs. 1000/-

OBC(NCL)/ EWS and Women Category Rs. 800/-

SC/ST and PwBD Category Rs. 600/-

- Applications with incomplete information or without requisite fee shall be rejected.
 - Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also

match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

Applicants applying for the post reserved for EWS must upload their EWS status certificate in prescribed form issued by the Competent Authority. The certificate should be of current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

9. ADDITIONAL CREDITS(MARKS) FOR APPLICANTS WORKING ON CONTRACT/DAILY WAGES/AD-HOC BASIS IN THE UNIVERSITY OF DELHI OR ITS COLLEGES WILL BE AS PER UNIVERSITY RULES

Credits (Marks) on the following basis shall be added to the final merit list with respect to the candidates working on contract/daily wages/ad-hoc basis in the University or its Colleges.

- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.
- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap („gap“ excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

Example 2: An applicant concerned has put in 05 years and 07 months of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

Example 3: An applicant concerned has 05 years and 05 months (less than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

Example 4: An applicant concerned has 05 years and 07 months of service, who scores 406 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case should be 412. However, since the highest score is 410, this applicant's final score would be capped as 410.

Example 5: An applicant has rendered service in two tranches of two years and then for six years with a onetime gap of more than 30 days. The credit available under the scheme will be only six marks for continuous portion of service and no credit will be given for first two years.

10. Consequent upon the adoption of self-certification provisions as required by the Govt. of India, the School of Open Learning shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
13. All correspondences from the School of Open Learning including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
14. Canvassing in any form will be treated as a disqualification.
15. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the School reserves the right to modify/withdraw/cancel any communication made to the applicant.
21. In case of any dispute/ambiguity that may occur in the selection process, the School's decision shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
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Qualification:

2. Academic Coordinator (Pay Level-10)

Essential:

1. Postgraduate degree in any subject from a reputed University with at least 60% marks
2. Minimum One-year post-qualification experience in Govt./Govt. Undertaking/Private/ Corporate Institution in handling digital learning Process.

Desirable:

The candidate must have experience in Audio-Visual, Multimedia based Web-based material and other created web-based material or completed at least 5 online Short term Certificate Course.

Age Limit: Not applicable

Note:

1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/noting skills, conversant with the office procedure and capable to formulate proposals independently.
2. Should be able to participate in discussions with senior functionaries and academicians.
3. S/he is expected to handle one or more functions independently related to Educational Administration/General Administration/ Purchase / Accounts & Finance/ Project management/ HR.
4. Network and collaborate with individuals / organisations whereby technology can be harnessed for augmenting and strengthening the teaching/learning process in the University.

Selection Process: Interview



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11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
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14. Canvassing in any form will be treated as a disqualification.
15. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

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Qualification:

3. Assistant Registrar (Pay Level-10)

Essential:

1. Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

Desirable:

1. At least 03 years of 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 alongwith proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

Note: All the direct recruits should possess working knowledge of computers

Age Limit: 35 Years

Selection Process: Scheme of Examination

Scheme of Examination for recruitment to the post of Assistant Registrar by direct recruitment:

(The tests as indicated in the Scheme of Examination detailed below will be computer based or otherwise. For Computer based tests, the candidates will be required to mark/type their responses including that for the descriptive papers on the computer).

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of **Assistant Registrar** by Direct Recruitment.

I. Scheme of Examination

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

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

II. Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			300

III. Syllabus:

Paper I: Test of General Studies (MCQ 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.

Paper II: 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.

Note:

1. The question paper would 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 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 shortlisting the candidates for Interview.
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 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
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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General Instructions for Applicants

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3. Application fees and forms are to be submitted as per details given below:

General/Unreserved Category Rs. 1000/-

OBC(NCL)/ EWS and Women Category Rs. 800/-

SC/ST and PwBD Category Rs. 600/-

- Applications with incomplete information or without requisite fee shall be rejected.
 - Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also

match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

Applicants applying for the post reserved for EWS must upload their EWS status certificate in prescribed form issued by the Competent Authority. The certificate should be of current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

9. ADDITIONAL CREDITS(MARKS) FOR APPLICANTS WORKING ON CONTRACT/DAILY WAGES/AD-HOC BASIS IN THE UNIVERSITY OF DELHI OR ITS COLLEGES WILL BE AS PER UNIVERSITY RULES

Credits (Marks) on the following basis shall be added to the final merit list with respect to the candidates working on contract/daily wages/ad-hoc basis in the University or its Colleges.

- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.
- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap („gap“ excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

Example 2: An applicant concerned has put in 05 years and 07 months of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

Example 3: An applicant concerned has 05 years and 05 months (less than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

Example 4: An applicant concerned has 05 years and 07 months of service, who scores 406 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case should be 412. However, since the highest score is 410, this applicant's final score would be capped as 410.

Example 5: An applicant has rendered service in two tranches of two years and then for six years with a onetime gap of more than 30 days. The credit available under the scheme will be only six marks for continuous portion of service and no credit will be given for first two years.

10. Consequent upon the adoption of self-certification provisions as required by the Govt. of India, the School of Open Learning shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
13. All correspondences from the School of Open Learning including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
14. Canvassing in any form will be treated as a disqualification.
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16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
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Qualification:

4. Junior Programmer (Programmer) (Pay Level-10)

Essential:

B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/Electronics/ Electrical/ Electronics & Communications or M.Sc. (Computer Science) or MCA, with 03 years of experience in programming and Database management or Network administration or related experience in a research/ Educational institute or commercial/service industry establishment of repute.

Age Limit: 35 Years

Selection Process: Interview



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Qualification:

5. Junior Engineer (Electrical) (Pay Level-6)

Essential:

1. Degree/Diploma in Electrical Engineering of a recognized University/Institute.
2. At least two years of experience as Junior Engineer or Works Assistant/Electrician in a University/Research Institution/PSU engaged in construction activities/private organization of repute.

Desirable: Degree in Relevant Branch of Engineering.

Age Limit: 30 Years

Selection Process: Scheme of Examination

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

A. Scheme of Examination

Written Test		
Paper-I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks allowed: 100 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.

Syllabus for the above papers will be as follows:

1. Electrical Circuits

KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.

2. Electrical Measurements

Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital volt-meters, phase, frequency measurements, Q-meters, oscilloscopes

3. Control Systems

Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design

4. Analog and digital electronics

Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers, oscillators, combinational and sequential logic circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

5. Electrical Machines

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

6. Power Systems

Basic power generation concepts, transmission line models and performance, Under-ground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

7. Utilization

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

8. Power Electronics and Drives

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives

Note:

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2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper- I.
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4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
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3. Application fees and forms are to be submitted as per details given below:

General/Unreserved Category Rs. 1000/-

OBC(NCL)/ EWS and Women Category Rs. 800/-

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- Applications with incomplete information or without requisite fee shall be rejected.
 - Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also

match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

Applicants applying for the post reserved for EWS must upload their EWS status certificate in prescribed form issued by the Competent Authority. The certificate should be of current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

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Credits (Marks) on the following basis shall be added to the final merit list with respect to the candidates working on contract/daily wages/ad-hoc basis in the University or its Colleges.

- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.
- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap („gap“ excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

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Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

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Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case should be 412. However, since the highest score is 410, this applicant's final score would be capped as 410.

Example 5: An applicant has rendered service in two tranches of two years and then for six years with a onetime gap of more than 30 days. The credit available under the scheme will be only six marks for continuous portion of service and no credit will be given for first two years.

10. Consequent upon the adoption of self-certification provisions as required by the Govt. of India, the School of Open Learning shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
13. All correspondences from the School of Open Learning including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
14. Canvassing in any form will be treated as a disqualification.
15. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

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फैक्स Fax-27667242



Qualification:

6. Senior Assistant (Pay Level-6)

Essential:

1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

Note:

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations / General Administration /Accounts/House Keeping/Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.
2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as given below.
3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

Age Limit: 30 Years

Selection Process: Scheme of Examination

Scheme of Examination for Direct Recruitment to the post of Senior Assistant

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

A. Scheme of Examination:

Written Test		
Paper-I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

*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: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3 hours
		MARKS
	Descriptive Type	200
	TOTAL	200

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 its neighbouring 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.

Paper-II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) 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
Essay	50 marks (500 words)

Note:

1. The question paper would 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 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.
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 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
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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Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

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Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

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Qualification:

7. Technical Assistant (Computer) (Pay Level-5)

Essential:

Graduate or Post Graduate in Computer Science/Computer Engineering/ Computer Technology/Information Technology/ ComputerApplications/Electronics/ Electrical/ Electronics & Communications.

Age Limit: 30 Years

Selection Process: Scheme of Examination

Scheme of Examination for Direct Recruitment for the post of TECHNICAL ASSISTANT (COMPUTER)

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of TECHNICAL ASSISTANT (COMPUTER):

A. Scheme of Examination:

Written Test		
Paper-I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper-II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific / humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	This test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

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

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Technical Assistant (Computer) the questions may be based on computer science and computer applications.

- (ii) **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 its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **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.
- (iv) **Mathematical 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.
- (v) **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.

C. Paper-II: Subject specific laboratory based practical questions.

Topic	Marks allocated
<ul style="list-style-type: none">• Subject specific laboratory based practical questions• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	Section 1 – MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

D. Skill Test:

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

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

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 degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II 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 MCQ based questions to the tune of 1/4th 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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General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed in the enclosed advertisement. The advertised post carries admissible scale plus allowances.
2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview, School of Open Learning may apply a more stringent criterion.
3. Application fees and forms are to be submitted as per details given below:

General/Unreserved Category Rs. 1000/-

OBC(NCL)/ EWS and Women Category Rs. 800/-

SC/ST and PwBD Category Rs. 600/-

- Applications with incomplete information or without requisite fee shall be rejected.
 - Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also

match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

Applicants applying for the post reserved for EWS must upload their EWS status certificate in prescribed form issued by the Competent Authority. The certificate should be of current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

9. ADDITIONAL CREDITS(MARKS) FOR APPLICANTS WORKING ON CONTRACT/DAILY WAGES/AD-HOC BASIS IN THE UNIVERSITY OF DELHI OR ITS COLLEGES WILL BE AS PER UNIVERSITY RULES

Credits (Marks) on the following basis shall be added to the final merit list with respect to the candidates working on contract/daily wages/ad-hoc basis in the University or its Colleges.

- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.
- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap („gap“ excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

Example 2: An applicant concerned has put in 05 years and 07 months of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

Example 3: An applicant concerned has 05 years and 05 months (less than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

Example 4: An applicant concerned has 05 years and 07 months of service, who scores 406 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case should be 412. However, since the highest score is 410, this applicant's final score would be capped as 410.

Example 5: An applicant has rendered service in two tranches of two years and then for six years with a onetime gap of more than 30 days. The credit available under the scheme will be only six marks for continuous portion of service and no credit will be given for first two years.

10. Consequent upon the adoption of self-certification provisions as required by the Govt. of India, the School of Open Learning shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
13. All correspondences from the School of Open Learning including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
14. Canvassing in any form will be treated as a disqualification.
15. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the School reserves the right to modify/withdraw/cancel any communication made to the applicant.
21. In case of any dispute/ambiguity that may occur in the selection process, the School's decision shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
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Qualification:

8. Stenographer (Pay Level-4)

Essential:

1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination.
2. Shorthand speed of 80 words per minute and typing speed of 35 words per minute in English.
Or
Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.

Desirable:

1. Knowledge of Computers.
2. Diploma in Computers and/or Office Management and Secretarial Practice.

Age Limit: 27 Years

Selection Process: Scheme of Examination

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 12 th Class/Senior Secondary.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature
Total Marks		300

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

Note:

1. The question paper would 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.
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Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

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19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

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Qualification:

9. Assistant (Pay Level-4)

Essential:

1. A Graduate from a recognized University in any discipline with good working knowledge of computers.

Age Limit: 30 Years

Selection Process: Scheme of Examination

The following shall be the scheme of Examination, components of written test and its syllabus 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	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	2 hours*	150
Total Marks			450

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

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning Ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
TOTAL		150	300

Paper-II	TEST COMPONENTS	DURATION: 2 hours
		MARKS
	Descriptive Type	150
TOTAL	150	

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 its neighbouring 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.

Paper-II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

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

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 degree/diploma/ examination which is defined as the minimum eligibility for the respective post.
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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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(मुक्त शिक्षा परिसर)
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General Instructions for Applicants

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed in the enclosed advertisement. The advertised post carries admissible scale plus allowances.
2. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview, School of Open Learning may apply a more stringent criterion.
3. Application fees and forms are to be submitted as per details given below:

General/Unreserved Category Rs. 1000/-

OBC(NCL)/ EWS and Women Category Rs. 800/-

SC/ST and PwBD Category Rs. 600/-

- Applications with incomplete information or without requisite fee shall be rejected.
 - Fees once paid will not be refunded under any circumstances.
4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also

match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

Applicants applying for the post reserved for EWS must upload their EWS status certificate in prescribed form issued by the Competent Authority. The certificate should be of current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

9. ADDITIONAL CREDITS(MARKS) FOR APPLICANTS WORKING ON CONTRACT/DAILY WAGES/AD-HOC BASIS IN THE UNIVERSITY OF DELHI OR ITS COLLEGES WILL BE AS PER UNIVERSITY RULES

Credits (Marks) on the following basis shall be added to the final merit list with respect to the candidates working on contract/daily wages/ad-hoc basis in the University or its Colleges.

- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.
- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap („gap“ excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

Example 2: An applicant concerned has put in 05 years and 07 months of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

Example 3: An applicant concerned has 05 years and 05 months (less than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

Example 4: An applicant concerned has 05 years and 07 months of service, who scores 406 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case should be 412. However, since the highest score is 410, this applicant's final score would be capped as 410.

Example 5: An applicant has rendered service in two tranches of two years and then for six years with a onetime gap of more than 30 days. The credit available under the scheme will be only six marks for continuous portion of service and no credit will be given for first two years.

10. Consequent upon the adoption of self-certification provisions as required by the Govt. of India, the School of Open Learning shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
13. All correspondences from the School of Open Learning including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
14. Canvassing in any form will be treated as a disqualification.
15. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

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Qualification:

10. Junior Assistant (Pay Level-2)

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.

Age Limit: 27 Years

Selection Process: Scheme of Examination

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 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 neighbouring 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.

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.
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- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
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The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

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Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

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Accordingly, he will get an additional credit of 05 marks, and therefore the effective score in this case would be 350.

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Qualification:

11. Driver (Pay Level-2)

Essential:

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University.
2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle).
3. Experience of driving a motor vehicle for at least 3 years.

Desirable:

Possessing a valid license for Heavy vehicles.

Age Limit: 35 Years

Selection Process: Scheme of Examination

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 10 th Class/Secondary.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature
Total Marks		300

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

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.
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4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
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.
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4. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also

match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.

Applicants applying for the post reserved for EWS must upload their EWS status certificate in prescribed form issued by the Competent Authority. The certificate should be of current financial year. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

5. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
6. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the competent authority.

7. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University.

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

8. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

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- One mark for each completed year with a cap of a maximum of 10 marks.
- For giving marks, period of more than 6 months service (each month counted as having 30 days) or 181 days will be counted as one year while no credit will be given for service put in for 6 months, i.e., less than 180 days.
- In other words, the applicant would get a maximum of 10 marks, which would be added to their total score, even if she/he has put in service of more than 10 years of service.
- The extra credit given would, however, be capped so as not to exceed the maximum score of the top scorer in the competitive examination for a particular post. In other words, the extra credit of 10 marks would be restricted, in case the total score of the candidate after adding the additional credits exceeds the highest score obtained by other competing candidates in the examination concerned.
- The applicants in this category will have to obtain minimum qualifying marks in both the papers or one paper, as applicable, under the existing scheme of recruitment. The credit for service already put in will be added to their score thus enhancing their position in the merit.
- No other benefits such as seniority based on service already rendered as contract/daily wages/ad-hoc basis, or enhanced pensionary benefits taking into account such service etc., will accrue to them.

The credit (marks) would be given to the applicants, who have served the University on contract/daily wages/ad-hoc basis without any break i.e. on continuous basis, for at least a continuous period of one year, without a gap („gap“ excludes the regular break of one working day before the renewal of contract of engagement of the concerned employee), on the date of notification of recruitment process for direct recruitment against the posts likely to be advertised by the University. Further, while computing period of continuous service beyond a period of one year, rendered as such, a onetime breakup of one month, calculated as 30 days, may be ignored while giving credit based on total number of years of service put in the University.

The scheme detailed above is explained with the help of following examples.

Example 1: An applicant concerned has rendered 10 years and 07 months (more than 180 days) of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 10 marks, and therefore the effective score in this case would be 355.

Example 2: An applicant concerned has put in 05 years and 07 months of service, who scores 345 out of 500 in both the papers. (highest score is 410)

Accordingly, he will get an additional credit of 06 marks, and therefore the effective score in this case would be 351.

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10. Consequent upon the adoption of self-certification provisions as required by the Govt. of India, the School of Open Learning shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for skill test action as per law.
11. The Shortlisted candidates called for written examination/interview (if applicable) should report along with all the testimonials/certificates in original along with photo ID. A set of photocopies of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of the interview.
12. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit send their applications through proper channel. They are also required to submit their application through proper channel. Further, they are requested to submit their 'No objection Certificate' along with Vigilance clearance at the time of the interview, if not submitted earlier.
13. All correspondences from the School of Open Learning including the interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
14. Canvassing in any form will be treated as a disqualification.
15. Applications that do not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected.
16. Applicants must NOT furnish any false, tampered, or fabricated particulars, or suppress any material/information while submitting the application and self-certified copies/testimonials.
17. The number/category of posts advertised may vary, and the School reserves the right not to fill up some or all posts advertised if the circumstances so warrant.
18. The School reserves the right to offer the post at a level lower than that advertised/applied, or on a contract/deputation basis, depending upon the qualifications, experience, and performance of the candidate, wherever applicable.
19. The School shall verify the documents submitted by and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.

20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the School reserves the right to modify/withdraw/cancel any communication made to the applicant.
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School of Open Learning
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दिल्ली विश्वविद्यालय, दिल्ली-110007
University of Delhi, Delhi – 110007
फोन Phone-27666777, 27662766
फैक्स Fax-27667242



Qualification:

12. Laboratory Attendant (Computer) (Pay Level-1)

Essential:

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.

Note:

Computer Laboratory Attendant shall also perform all duties of MTS in their respective laboratories.

Age Limit: 30 Years

Selection Process: Scheme of Examination

Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT (COMPUTER)

The following shall be the scheme of examination, components of written test and its syllabus for the post of LABORATORY ATTENDANT (COMPUTER).

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 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: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Computer Science and Computer Application	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus:

- (i) **Computer Science & Computer Application:** For Computer Laboratory Attendant the questions will be based on computer science and computer applications.
- (ii) **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 neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **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.
- (iv) **Mathematical 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.
- (v) **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.

Note:

1. The question paper will 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 degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for written test 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 meritlist would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.

5. Merit list shall be drawn only for candidates who qualify 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.



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