



शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

वसुंधरा एन्क्लेव, (यिल्डा स्पोर्ट्स कॉम्प्लेक्स के पास)

दिल्ली - 110096

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(UNIVERSITY OF DELHI)

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दिनांक/ Date: 10/02/2026

संदर्भ सं०/Ref. No. SRCASW/ NOTICE

Applications are invited by Speed Post only for appointment on Short Term Contract basis for the following posts. While applying candidates must ensure that information provided in the format is correct. The appointment shall be purely on contractual basis for a period of six months initially.

On Short Term Contract Basis.

S.No.	Name of the post	No. of Post	Category	Age Limit	Salary Per Month
1	Senior Personal Assistant	01	UR	35 Years	Basic pay of INR 44900/- plus dearness allowance as applicable from time to time
2	Technical Assistant (Microbiology)	01	UR	32 Years	Basic pay of INR 29200/- plus dearness allowance as applicable from time to time
3	Laboratory Assistant (Biochemistry/ Microbiology)	02	IOBC 1 UR	32 Years	Basic pay of INR 25500/- plus dearness allowance as applicable from time to time
4	Junior Assistant	01	1 UR	32 Years	Basic pay of INR 19900/- plus dearness allowance as applicable from time to time
5.	MTS Laboratory – Biochemistry, Biomedical Science, Chemistry, Electronics, Food Technology, Instrumentation, Microbiology, Management and Financial Studies Department	08	SC 3, ST-2, OBC-2, UR-1	32 Years	Basic pay of INR 18000/- plus dearness allowance as applicable from time to time
6.	MTS (Library)	01	1 OBC	32 Years	Basic pay of INR 18000/- plus dearness allowance as applicable from time to time
7.	Nurse	01	1 UR	35 Years	Consolidated salary of INR 45,000/- per month subject to approval of competent authority
8.	MTS (Sports)	01	1 UR	32 years	Basic pay of INR 18000/- plus dearness allowance as applicable from time to time

1. Senior Personal Assistant

Essential Qualifications

A Bachelor's Degree from a recognized University Institute.

Minimum 03 Years' experience as Personal Assistant in Pay Level 6 or 5 years as Stenographer in Pay Level 4 or above in a University Research establishment Central State Govt. PSU and other autonomous bodies or at equivalent pay in private organisation of repute.

(Note: The candidate shall be judged for (a) Proficiency in English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi. (b) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi. and (c) Knowledge of Computer Applications.)

Skill Test Norms on Computer:

Dictation: 10 minutes at 120 w.p.m. in English/ 100 w.p.m. in Hindi

Transcription: 50 minutes (English)/ 60 minutes (Hindi)

Desirable:

Proficiency in English/Hindi & good communication skills.

2. Technical Assistant

Essential Qualifications:

Bachelor's degree in relevant subject discipline with minimum three years of working and maintenance operation experience of Scientific or other Instruments in the relevant Laboratory department.

The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200 - Crores or more.

(An indicative table for relevant subject discipline is given at the end of this table).

3. **Laboratory-Assistant-**
Essential Qualifications

Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. (An indicative list of relevant subjects is appended with this table).

The experience should be in University / Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of minimum Rs.200/- Crores.

4. **Junior Assistant**
Essential Qualifications:

- (i) A Bachelor's Degree from any recognized Institute / University.
- (ii) English Typing *a* 35 wpm OR Hindi Typing *a* 30 wpm
- (iii) Proficiency in Computer Operations.

5. MTS Laboratory (Laboratory Attendant)

Essential Qualifications:

10+2 with Science stream from any recognized Central/ State Board

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate program in Laboratory Technology or ITI in relevant trade.

Scheme of Examination for MTS (Library)

4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Library Attendant by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (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)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

(i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(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 neighboring 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 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 the 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 merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{\text{th}}$ 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.

Nurse

- i) B.Sc. (Hons.) in Nursing from a recognized University or Institute/ Regular course in B.Sc. Nursing from a recognized University or Institute/ or Institute/ Post Basic B.Sc. (Nursing) from recognized University or Institute;
- ii) Registered as Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council.

Six months experience in minimum 50 bedded hospital after acquiring the educational qualification mentioned above.

OR

- i) Diploma in General Nursing and midwifery from a recognized Board or Council.
- ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council.
- iii) Two and half years experience in minimum 50 bedded hospital after acquiring the above educational qualification.

MTS (Sports)

Essential Qualification:

1. 10th class pass or its equivalent, ITI
2. Should possess sound health and keen sports activities.

Desirable Qualification:

1. Certificate of participation in Sports at school level.
2. Must have 2 years experience.

Selection Criteria:

Interested candidates fulfilling essential qualification should apply only through the form provided alongwith this advertisement and recent passport size photograph. The last date of receiving application is **25.02.2026**.

All the candidates who apply till last date of receipt of applications shall be called for written test. No TA/DA shall be paid to the candidates. Appointment shall be subject to approval of competent authority.

- Candidates are advised to visit the website regularly regarding examination details and any other updates. No personal communication in this regard will be sent.
- The Candidates must ensure their eligibility regarding age, qualification, category before applying for the post. The candidates are allowed to appear in exam without any scrutiny of eligibility criteria, category, experience etc. Final verification regarding eligibility will be ensured by the College at the time of appointment. The candidature will be cancelled if any discrepancy is found at the time of appointment or at any stage.
- Age relaxation shall be as per Govt. of India/DU rules.



(Professor (Dr.) Payal Mago)
Principal

सहसर्ग / Principal
शहीद राजगुरु कॉलेज ऑफ
एप्लाइड साइंसेज फॉर वुमिन
Shaheed Rajguru College of
Applied Sciences for Women
(मिर्चटि विनवविमल / University of Delhi)
बसुपल एनकोम, नई दिल्ली - 110 006
Vasundhara Enclave, New Delhi - 110006

SCHEME OF EXAMINATION FOR THE POST OF SENIOR PERSONAL ASSISTANT

1. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Functional knowledge of Information Technology and basic tools software packages for operating computers • Reasoning • Mathematical ability, • Administration of Higher Educational Institutions.	35 questions	300
		35 questions	
		35 questions	
		45 questions	300
TOTAL		150	
• This test will only be for shortlisting and will have no weightage in the final assessment. • For further details Section III needs to be referred.			

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

Stage 2: Selection of candidates





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a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 3 hours*	MARKS
Examination (Main) (Descriptive)	- Educational Administration and Management. - Rules and their application in Higher Educational Institutions - Questions on Domain knowledge and skills (Knowledge of Domain knowledge would be tested as per the requirements of the post and knowledge of computer application as defined at S. No. 7 of the respective Recruitment Rules)	100+100+100	
TOTAL			300

- The merit shall be drawn on the basis of this examination.

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

b) Skill Test

Description Private Secretary	Time	Marks
Skill Test	Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/60 minutes (Hindi)	As decided by the concerned evaluating experts
		The test will be of 100 marks To qualify, the candidate should obtain minimum 50 marks This will, however, be only qualifying in nature.
TOTAL	100	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test
- Skill test will only be qualifying in nature

Description Personal Assistant	Time	Marks
Skill Test	Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi	As decided by the concerned evaluating experts
		The test will be of 100 marks To qualify, the candidate should obtain minimum 50 marks This will, however, be only qualifying in nature.
TOTAL	100	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection

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- process, will only be permitted to appear for Skill Test
- Skill test will only be qualifying in nature.

Description	Stenographer	Time	Marks
Skill Test	Skill Test Norms on Computer. Dictation: 10 minutes @ 80 w p m. Transcription: 50 minutes English/65 minutes Hindi	As decided by the concerned evaluating experts.	The test will be of 100 marks. To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

II. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates)
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

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**Scheme of Examination for the post of TECHNICAL ASSISTANT
(CONTRACTUAL), LABORATORY ASSISTANT (Contractual) AND MTS
LAB (LABORATORY ATTENDANT) (CONTRACTUAL)**

B.5. Scheme of Examination for Senior Technical Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant

1. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules) • Reasoning • Mathematical ability. • Administration of Higher Educational Institutions.	45 questions	300
		35 questions	
		35 questions	
		35 questions	
TOTAL		150	300
• This test will only be for shortlisting and will have no weightage in the final assessment. • For further details Section III needs to be referred.			

20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

Stage 2: Selection of candidates





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a) Examination (Main)

Scheme of Examination

Description		Duration: 3 hours*
Syllabus in brief		MARKS
Examination (Main) (Descriptive)	- Knowledge and application of Laboratory Procedures and norms - Knowledge of Computers with special reference to knowledge of Software Packages of Word Processing, Data Analysis - Educational Administration and Management - Domain Knowledge (Domain Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules)	300
TOTAL		300

* The merit shall be drawn on the basis of this examination

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

b) Skill Test

Description		Time	Marks
Skill Test	Skill Test - Knowledge and application of Laboratory Practices and Procedures. - Knowledge of Computers with special reference to knowledge of Packages of Word Processing, Data Analysis Packages etc. (Knowledge would be tested as per the syllabus for qualifying degree qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of 100 marks. To qualify the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		100	

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

11. Note regarding the conduct of recruitment process and finalization of result:

- The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in

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either of the languages. However, the same medium of language must be used throughout.

2. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories, and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

Scheme of Examination for the post of Junior Assistant

B.1.3. Junior Assistant

1. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	- General Knowledge. - Reasoning - Mathematical ability. - Administration of Higher Educational Institutions.	150	300
TOTAL			300

* This test will only be for shortlisting and will have no weightage in the final assessment

*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

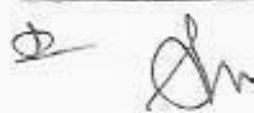
Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*	
		MARKS	
Examination (Main) (Descriptive)	- Basic knowledge of the Constitution of India and working of its Political System, Economy, General Studies. - Act, Statutes and Ordinances of the University of Delhi.	200	
TOTAL			200

- The merit shall be drawn on the basis of this examination.
- For further details Section III needs to be referred.





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*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

b) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to • Management of Administrative Units of the University • Understanding of Manual of Office Procedures • Knowledge of Information Technology • Noting and Drafting	As decided by the concerned evaluating experts	The test will be of 100 marks To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL			100
• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. • Skill test will only be qualifying in nature.			

II. Syllabus

Preliminary Test MCQ based:

The question will be MCQ based, and will be designed to test the knowledge of the candidates in the following areas:

a) General Knowledge – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.



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d) Administration of Higher Educational Institutions- 45 questions

Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the knowledge of the candidates in the following areas:

a) Educational Administration and Management

The questions will be designed to test the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field. Financial Administration including budget, formulation and execution of budget, Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

- Management of Administrative Units of the University
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology
- Noting and Drafting.

III. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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. All the questions in the Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).



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- Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.
- The Final assessment shall be based on Examination (Main) and Skill Test as indicated in the preceding section. Skill Test will only be qualifying in nature.
- Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e., Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

B.4. Scheme of Examination for Professional Assistant, Semi-Professional Assistant, Library Assistant, Library Attendant

I. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	- Functional knowledge of Information Technology and basic tools software packages for operating library services through IT. - Reasoning - Mathematical ability - Administration of Higher Educational Institutions	15 questions	700
		15 questions	
		15 questions	
		15 questions	300
TOTAL		150	

* This test will only be for shortlisting and will have no weightage in the final assessment.

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 3 hours*
		MARKS
Examination (Main) (Descriptive)	• Knowledge and application of Library and Information Science Procedures, rules & Regulations and other related subject pertaining to the domain knowledge. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. • Educational Administration and Management. • Rules and their application in Higher Educational Institution. (Knowledge of Domain would be tested as per the requirements of the post and other aspects as defined in S. No. 7 of the respective Recruitment Rules)	300
TOTAL		300

- The test shall be given on the basis of the evaluation.

*30 minutes per hour extra would be given to Visually Impaired / cerebral Palsy candidates of similarly placed candidates from PwD category.

(b) Skill Test

Description	Time	Marks
Skill Test • Knowledge and application of Library and Information Science Procedures, rules & Regulations. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. (Knowledge would be tested as per the syllabus for qualifying degree qualification as defined in S. No. 7 of the respective Recruitment Rules)	As decided by the concerned examining agency	The test will be of 100 marks To qualify, the candidate should obtain minimum 50 marks. This will however be only qualifying in nature.
TOTAL		100

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

II. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for LR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing same marks as cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However,

A. Scheme of the Examination Nurse:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)

*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)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50

(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

Detailed Syllabus:

(i) Questions pertaining to specific area of the post concerned: The questions will pertain to the specific area/skill of the post concerned.

(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 neighboring 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 English/Hindi:

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

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 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.
4. There shall be negative marking for wrong answers in Paper I to the tune of

1/4th of marks allocated per question.
In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

- 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.
- In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
- In case option at (a) and (b) is exhausted, it will be decided through draw of lots

Scheme of Examination for the post of MTS (Sports)

(Presently the vacancies are to be outsourced. In case, the University decides to make appointment against these posts following scheme of examination shall apply)

I. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a Preliminary Test (Multiple Choice Question - MCQ based)

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination	• Basic Knowledge of Hindi or English	50	100
MCQ based	• Basic Mathematics and Reasoning	50	100
TOTAL		100	200

* This test will only be for shortlisting and will have no weightage in the total recruitment.
* 30 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

Stage 2: Selection of candidates



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a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours [*]
		MARKS
Examination (Main) (Descriptive)	Situation-based aptitude test questions which may require application of mind pertaining to the functioning of universities and other Government bodies.	100
TOTAL		100

* The merit shall be drawn on the basis of this examination.

^{*} 12 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

b) Skill Test

Description		Time	Marks
Skill Test	Skills pertaining to: • Filing • Maintenance of Record • Basic knowledge of computer	As decided by the concerned evaluating experts	The test will be of 100 marks To qualify, the candidate should obtain minimum 50 marks This will, however, be only qualifying in nature
TOTAL			100

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.
- Skill test will only be qualifying in nature.

II. Note regarding the conduct of recruitment process and finalization of result:

1. The question paper for Preliminary Test, Examination (Main) and Skill Test 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. All the questions in Preliminary test shall be compulsory. Each question carries 0.5 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 0.5% marks for candidates belonging to SC, ST categories and 10% for the PwBD category. (The relaxations shall be calculated on the cut-off arrived for UR candidates).

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3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e., Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

**Shaheed Rajguru College of Applied Sciences for Women (University of Delhi),
Vasundhara Enclave, Delhi-110096**

Application for the Post of

Name:

Father's/Guardian Name:

Date of Birth: Age:

Category: SC/ST/OBC/PwBD/Unreserved :

Correspondance Address:

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Contact No.: Email id:

Qualification:

S. No.	Exam Passed / Degree Obtained	Board	% attained

Diploma/Certificate in Lab Technology (for MTS Laboratory only):

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I, hereby undertake that I have read the terms and conditions mentioned in advertisement and agree to abide by the same. I understand that my candidature shall be cancelled if any discrepancy is found relating to eligibility, category, experience, etc. at the time of appointment or at any stage.

(Signature of Applicant)

Date: