Shaheed Rajguru College of Applied Science for Women

(University of Delhi),
Vasundhara Enclave, Delhi – 110096
Website:rajgurucollege.com

Advt. No. SRCASW/NTAdv.01/2019/   Dated: 9-12-19

Applications are invited for the following regular/permanent Non-Teaching posts in the pay scale mentioned below with usual allowance permissible under the university of Delhi rules.

DETAILS OF VACANCIES

S.No.	Name of the Posts	Pay Scale in the Pay Matrix (as per 7th CPC)	No.of posts	UR	OBC	SC	ST	PwBD	EWS	Maximum AGE
1	Senior Technical Assistant	Level -6 (₹.9300-34800)	2	1	-	-	-	1 (LD)**	-	35 years
2.	Professional Assistant	Level -6 (₹.9300-34800)	1	1	-	-	-	-	-	35 years
3.	Semi Professional Assistant	Level -5 (₹.5200-20200)	1	1	-	-	-	-	-	30 years
4.	Laboratory Assistant	Level – 4 (₹.5200 – 20200)	6	4	1	1	-	-	-	30 years
5.	Jr. Assistant	Level –2 (₹.5200 – 20200)	3	-	1	1	-		1	27 years
6.	MTS Laboratory	Level -1 (₹.5200 – 20200)	17	7	4	2	1	1+1 VI (LV)** + HI**	1	27 years
7.	MTS Library	Level -1 (₹.5200 – 20200)	2	1	1	-	-	-	-	27 years

**Locomotor disability including Leprosy cured, dwarfism, acid attack victims and muscular dystrophy, Visual Impairment (Low Vision), Hearing Impairment,

For complete details, instructions / general conditions, eligibility criteria Scheme of Exam, Scheduled of Exam and application form, please visit the College www.rajgurucollege.com . The prescribed application form accompanied by self-attested copies of all the required certificates must reach the College office on or before 24th January 2020.
The fee for each application is ₹.250/ for UR/OBC and ₹.100/- for SC/ST candidate and no fee applicable for female/women and PwBD candidates.
Last date for receipt of Application Form: 24th January 2020
Any Addendum/ corrigendum shall be posted on the College website only.
The nature and number of posts are tentative it may be changed at later stage as per direction of competent authority.

Principal

Qualifications

1. **Senior Technical Assistant (Computer)**

Essential:
B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology
or
M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

2. **Professional Assistant (Library)**

Essential
   1.   M. Lib.Sc./M.L.I. Sc. Or equivalent

OR
   2.   Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc.
   3. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.

3. **Semi Professional Assistant**

Essential
1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.
2. B. Lib. Sc./B.L.I. Sc.
3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

4. **Laboratory Assistant**

(Biomedical Science , Chemistry, Electronics, Food Technology, Instrumentation&Physics)

Essential
Should have passed Senior Secondary (10+2) or an equivalent examination with Science subjects.
Or
Graduate with relevant subject.

5. **Jr.Assistant**

Essential:
1. A Senior Secondary School Certificate (+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.

6. **MTS (Laboratory Attendant)**

Essential:
Should have passed 10th or an equivalent examination with science subjects from recognized board.

7. **MTS Library Attendant**

Essential:
1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information   Science   from   a recognized Institution.

Desirable: Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Note: all the recruits will be required to appear in a written/skill test to adjudge their basic knowledge as per the requirement of the post. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

(PRINCIPAL)

Shaheed Rajguru College of Applied Science for Women
(University of Delhi)
General Instructions to applicants

1. Before filling up the application form, candidates are advised to carefully go through the Advertisement available on the College website and confirm their eligibility with regard to qualification/experience/age etc. before submitting the Application Form.

2. A separate Application Form has to be submitted for each post.

3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the application entirely on the basis of information/documents submitted by the candidates. In case the information/ documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

4. Only shot listed candidates, who are found apparently eligible based on the details given in the Application Form, will be called for the written test and skill test as the case may be.

5. All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service Conditions shall be such as prescribed by the University of Delhi from time to time.

6. The upper age limit prescribed for Direct Recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) and Persons with Benchmark Disabilities etc. , in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University of Delhi.

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. (therelaxationwill 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. As per approved PwBD Roster one post of Senior Technical Assistant has been identified for Locomotor disability including Leprosy cured, dwarfism, acid attack victims and muscular dystrophy, one post of MTS Laboratory has also been identified for Visual Impairment (Low vision) and one post of MTS Laboratory has also been identified for Hearing Impairment, having disability of at least 40%.

9. The PwBD candidate can be from any reserved category (SC / ST / OBC) or unreserved category and will be placed in the appropriate category viz. SC / ST / OBC / UR in reservation roster for adjustment against current vacancies or in future.

10. Application fee is to be deposited as per details given below through Demand Draft in favour of "The Principal, Shaheed Rajguru College of Applied Sciences for Women".

    1. UR/OBC   :   ₹ 250/-

    2. SC/ST   :   ₹ 100/-

    3. PwBD and Female/Women :   No Fee

11. Candidates belonging to SC/ST/OBC/ Persons with Benchmark with Disabilities categories should keep ready a self-attested copy of certificate issued by Competent Authority in the prescribed format as stipulated by the Government of Indi. In case of candidates belonging to OBC category, certificate should specifically contain a clause that candidate does not belong to Creamy Layer section excluded from the benefits of reservation for Other Backward Classes in Civil Posts & services under the Government of India.

12. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.

    The date of written examination for each post will be notified on the college website. Candidates are required to check the college website on regular basis.

13. Candidates serving in Government/ Public Sector Undertakings (including Boards)/ Autonomous Bodies/ Universities/ Colleges are required to send their Applications through proper channel.

14. Canvassing in any form will be treated as disqualification.

15. Applications which do not meet the criteria given in the Advertisement or incomplete application are liable to be summarily rejected.

16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/ information while submitting the applications are self- certified copies of testimonials.

17. The number of posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised, if the circumstance so warrant.

18. Fees once paid shall not be refunded under any circumstances.

19. The College reserves the right to withdraw any advertised post (s) at any time without giving any reason. Any consequential vacancies arising at the time of may also be filled up from the available candidates.

20. The college shall not be responsible for any delay/loss due to postal or technical reasons.

21. All candidates should have fulfilled the minimum eligibility on the date of advertisement.

22. The Candidates called for Written Test & Skill Test shall do so at their own expenses. No TA/DA shall be paid.

23. Certificates for candidates belonging to SC/ST/OBC/PwBD issued by the concerned Competent Authority will be accepted only.

24. There will be reservation of 4% for Person with Benchmark Disability candidates, as per GOI guidelines.

25. Candidates already working are required to submit "No Objection Certificate" along with their application form.

26. Applications, received after stipulated time, will not be entertained under any circumstance.

27. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents

submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.

28. The application form with admit card duly filled by candidate along with the self-attested copies of all testimonials must reach to "The Principal, Shaheed Rajguru College of Applied Sciences for Women".

Principal
Shaheed Rajguru College of Applied Sciences for Women

1. <u>**Scheme of Examination for Direct Recruitment for the post of SENIOR TECHNICAL ASSISTANT**</u>

The following shall be the scheme of examination, components of written test and its syllabus for the post of **SENIOR TECHNICAL ASSISTANT**

A. Scheme ofExamination:

	Time	Max. Marks
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 alaboratory related to various hazards, precautions etc.	Time: 1 hr.	The 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 and Cerebral Palsy candidates.

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)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	**150**	**300**

B. Detailed Syllabus for PaperI:

(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 beincluded.(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided forSC/ST/OBC/PwD)

(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 LanguageHindi:

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. The paper will cover the followingareas:

Topic	Marks allocated
• Subject specific laboratory based practicalquestions • Knowledge of Computers with special reference to knowledgeof word processing, data analysis packages	**Section 1** - MCQ 100 marks (50 questions) **Section 2** – Descriptive 50 marks (5 questions)

A. 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, precautionsetc.

Note:
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respectivepost.
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/PwDcategory.
   However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
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 shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper IIonly.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided

asfollows:

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 givenpreference.

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 oflots.

2. **Scheme of Examination for Direct Recruitment to the post of Professional Assistant**

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

A. **Scheme of the Examination:**

Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library System etc.	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/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 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 and Cerebral Palsy candidates.

Paper – I	**TEST COMPONENTS**	**DURATION: 2 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 for PaperI:

(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 libraryscience.
(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(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, eventsetc.

(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 seriesetc.

(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 betested.

C. Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the followingsubjects.

Topic	Marks allocated
• 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 AnalysisPackages.	**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.

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.
The candidates may be tested for his/her skills in:

- Search in electronic databases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- Knowledge of any Indian/Foreign language as opted by the candidate from the list given below: Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish andRussian.

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 respectivepost.

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/PwDcategory.

However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.

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 $1/4^{th}$ of marks allocated perquestion.

6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper IIonly.

7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided asfollows:

    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 givenpreference.

    b) 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 oflots

3. Scheme of Examination for Direct Recruitment to the post of Semi ProfessionalAssistant

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

A. Scheme of the Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		**450 marks**

*15 minutes extra per minute would be given to Visual Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	**150**	**300**

B. Detailed Syllabus for PaperI:

(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 libraryscience.
(#the candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of theenvironmentanditsrelevancetothesociety.Thequestionswillalsobedesignedtotestknowledgeofthe current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus 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 seriesetc.

(iii) 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.

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

C.   Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the followingsubjects.

Topic	Marks allocated
• 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 AnalysisPackages.	**Section** 1 - MCQ 100 marks (50 questions) **Section 2** – Descriptive 50 marks (5 questions)

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 respectivepost.
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/PwDcategory.
   However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
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 perquestion.
6. Merit shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit shall be drawn on the basis of combined scores of the twopapers.

7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided asfollows:
   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 givenpreference.
   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 oflots.

4. Scheme of Examination for Direct Recruitment for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ASSISTANT**

A. Scheme ofExamination:

Written Test		
Paper – I(MCQ) General Science & Awareness (150 questions)	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 varioushazards, precautions etc.	Time: 1 hr.	The 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 minutes would be given to Visually Handicapped and Cerebral Palsy candidates.

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)	Mathematical Ability	30	60

(v)	Test of Language English or Hindi	20	40
	TOTAL	**150**	**300**

B. Detailed Syllabus for PaperI:

(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 beincluded.
(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided forSC/ST/OBC/PwD)

(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, eventsetc.

(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 LanguageHindi:
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. The paper will cover the followingareas:

Topic	Marks allocated
• Subject specific laboratory based practicalquestions • Knowledge of Computers with special reference to knowledgeof 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 respectivepost.
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/PwDcategory.
   However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
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 $1/4^{th}$ of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper IIonly.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided asfollows:
   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 givenpreference.
   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 oflots.

5. **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 theExamination:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1 hour	100
Total Marks			**300**

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

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 works per minute in Hindi, which will be tested on a computer (PC).*

*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

C.   Syllabus:

Paper I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, eventsetc.

(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 seriesetc.

(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 usedthroughout.
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 respectivepost.
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/PwDcategory.
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 $1/4^{th}$ of marks allocated perquestion.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper IIonly.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided asfollows:
   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 givenpreference.
   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 oflots.

6. **Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT**

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ATTENDANT**

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 and Cerebral Palsy candidates.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTION S	MARKS
(i)	General Science#	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. DetailedSyllabus:

(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 beincluded.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(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, eventsetc.

(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 LanguageHindi:
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 respectivepost.
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/PwD category.
   However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if, a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{th}$ of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify writtentest.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided asfollows:
   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 givenpreference.
   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 oflots.

7. 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 ofExamination:

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 and Cerebral Palsy candidates.

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. DetailedSyllabus:

(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 libraryscience.
(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

General Awareness: Questions will be designed to test the ability of the candidate's General Awareness oftheenvironmentanditsrelevancetothesociety.Thequestionswillalsobedesignedtotestknowledgeof the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus 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 seriesetc.

(iii) 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.

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

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 usedthroughout.
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 respectivepost.
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/PwDcategory.
   However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. There shall be negative marking for wrong answers in written test to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify writtentest.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided asfollows:
   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 givenpreference.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw oflots.

SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN
UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE
DELHI – 110096.

Application Form for Non-Teaching and Technical Posts

NAME OF THE POST:

Details of Application Fee
Amount   ………………..……….………….
I.P.O./Bank Draft No.& Date ……………………..
Post Office/ Bank …………………………………

Photograph

Post applied for ………………………………………………………………………………….....

Advt. No.anddate ……………………………………………………………………………….

1. Name (in block letters) . …………………………………………………………………………..

2. Father's /Husband Name …………………………………………………………………………

3. (i) Date of birth (in figures) ……………………… .…………………………………………….

      (In words) : ……………………………………………………………..…………………….

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

4. Nationality : …………… Male/Female : …………… Married/Unmarried : …...……….………

5. Postal Address : ……………………………………………………………………………………..

      ……………………………………………… Pin Code: …………...……………………….

6. Permanent Address : …………………………………………………………………………...……

      ……………………………………………… Pin Code: …………...……………………….

      Mobile Number:

7. Do you belong to Scheduled Caste/Schedules Tribe/OBC/EWS If so, state the names of the Caste/ Tribe and attach self - attested certificates : …………………………….……………………………………………….

8. Are you a Physically Handicapped person ? If so, give details and attach self-attested certificate issued by competent authority: …………………………………….

9. Have you been debarred or punished for adopting unfair means in any examination by the Institution/Board or University ? If so, please specify …………………………

10. Academic Qualifications :

Examination	Year	Subject	Division	% of marks obtained	School/ College attended	Name of Board / University
Other Distinctions, if any						

11. Are you attending any part-time/whole-time course of study ? If so, state the name of the Course and the Institution you have joined : …..………………………..……………………………..

12. Experience, if any :

Name of the Institutions / Organization	Designation & Scale of Pay	Period	Remars

13. Indicate the time you will require to join, if selected : …………….……….……….……….……

14. **Knowledge of Computer**:………………………….………………………….……….…………..

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

English   Hindi

Shorthand ……………………w.p.m.……………………..w.p.m.

Typewriting …………………..w.p.m. …………………….w.p.m.

16. Have you applied for any other post in the College? If so, state the name of the post and date when applied :
…………………………………………………………………………………..

17. Any other information : …………………………………………………………………………..

Dated : …………………………   …………………………
                                                   Signature of the Applicant

Declaration :

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

Dated :   …………………………..
                                                   Signature of the Applicant

Forwarded:

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

Dated : ………………..   ……………………………………
                                                   Head of the Department/Institution
                                                   (with seal)

Notes :

(i)   Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the original must be produced whenever demanded and at the time of joining, if selected.

(ii)   Applicants who are in employment should send their applications through their employers.

(iii)   One passport size photograph should be pasted on the application form.

(iv)   The incomplete application form will be rejected.

(v)   No T.A./D.A. will be paid for attending the prescribed tests and interview.