

**SHIVAJI COLLEGE,  
UNIVERSITY OF DELHI,  
RING ROAD, RAJA GARDEN,  
NEW DELHI – 110027**

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**Date: 28.12.2020**

The College is inviting applications for the following posts purely on Contract Basis:

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Post(s)</b>	<b>Age Limit</b>	<b>Consolidated Salary per month</b>
1.	Semi Professional Assistant	01	30	Rs. 20040/-
2.	Junior Assistant	01	27	Rs. 18960/-
3.	Laboratory Attendant	02	30	Rs. 15070/-

**ELIGIBILITY CRITERIA**

**1. 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.

**2. JUNIOR ASSISTANT**

**Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

### 3. LABORATORY ATTENDANT

**Essential:**

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

**Note:**

1. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.
2. Interested candidates (who fulfill the above prescribed qualifications/ eligibility may submit their applications in the prescribed format (attached herewith) along with self-attested photocopies of certificates of educational qualifications, date of birth, caste/category certificate (SC/ST/OBC/PH) etc. The application form with requisite documents must reach the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi- 110027 on or before 11.01.2021.**

**Note:** The College reserves the right to change the nature and/or number of posts advertised or not to fill any or all the above posts without assigning any reason thereof. All aspiring candidates are required to refer the College Website time to time for updation/modification, if any.

**Dr. Shiv Kumar Sahdev**  
**Officiating Principal**

## **1. Scheme of Examination for the post of Semi Professional Assistant**

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:

### **A. Scheme of the Examination:**

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

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

<b>Paper – I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(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
<b>TOTAL</b>		<b>150</b>	<b>300</b>

### **B. Detailed Syllabus for Paper I:**

**(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.

**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 following subjects.

Topic	Marks allocated
<ul style="list-style-type: none"><li>• Knowledge and application of Library and Information Science Procedures, rules &amp; Regulations.</li><li>• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.</li></ul>	<b>Section 1 - MCQ</b> 100 marks (50 questions)  <b>Section 2 – Descriptive</b> 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 respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is

more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.

4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.

5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.

6. Merit list shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.

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

a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.

b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

## **2. Scheme of Examination for 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**:

### **A. Scheme of the Examination:**

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

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

### **B. Test components:**

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

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

<b>SKILL TEST</b>	<b>TEST COMPONENTS</b>	<b>DETAILS</b>
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

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



### **C. Syllabus:**

#### **Paper I:**

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

**(ii) Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**(iii) Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

#### **(iv) Test of English or Hindi:**

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

#### **Paper – II:**

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

#### **Skill Test:**

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

#### **Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.

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



### **3. Scheme of Examination 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:**

<b>Written Test</b>		
<b>Objective Type (MCQ)</b> General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
<b>Total Marks</b>		<b>300 marks</b>

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

<b>Objective Type (MCQ)</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 3 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(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
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

#### **B. Detailed Syllabus:**

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

For Computer Laboratory Attendant the questions may be based on computer science and computer applications.

**(ii) General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include

questions relating to India and 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 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 for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.

b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



**शिवाजी कॉलेज**  
(दिल्ली विश्वविद्यालय)  
**Shivaji College**  
(University of Delhi)  
NAAC ACCREDITED "A" GRADE COLLEGE



**APPLICATION FOR THE POST OF:**

Space for Office Use:

Affix Latest Colored  
Self-attested Passport  
Size Photograph

1. Complete Name (in block letters) : .....  
(First Name) (Surname)
2. Name of Father/Husband: : .....  
(First Name) (Surname)
- 3.

Correspondence Address	Permanent Address
Mobile No:	Email ID:

4. Date of Birth :      --      --      --  
                                 DD      MM      YYYY

5. Age (as on 11.01.2021) :

Year(s)	Month(s)	Day (s)

6. Nationality : .....
7. Marital Status : .....
8. Sex (Male/ Female) : .....

9. Educational/Professional/Technical Qualifications starting with Highest: Attach attested copy of Marks sheets/Certificates, Work experience certificates, etc. (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient):

S.No.	Examination Passed	Board/University /Institute	Duration of Degree/ Diploma	Year of Passing	CGPA or % Marks	Subject Studied/ Specialization

10. Details of employment starting with the most recent (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient):

S.No.	Org. /Deptt./ Institute	Designation/ Post held& Type of Employment (Temporary/Permanent/ Contract)	Period			Pay Scale /Grade Pay	Gross monthly emoluments	Duties performed
			From	To	No. of year			

11. Time required to join the post in the event of selection

12. Any other relevant information:

13. Computer Ability (working knowledge of MS-Office): (YES) / (NO) - (tick any one)

14. Typing Ability: (YES) / (NO) - (tick any one), Specify Typing Speed:

(in English): .....w.p.m. (in Hindi): .....w.p.m.

15. Details of Enclosures

1		4	
2		5	
3		6	

16. Two references (either from the past employers or persons known to you):

1	
2	

**DECLARATION:** I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any time, my candidature will stand cancelled and my claims for the recruitment forfeited.

Place: .....

Signature of Candidate

Date: .....

**Note:** Duly filled in application form along with all enclosures may please be sent by Speed Post/Registered Post or by hand to:-

The Principal,  
Shivaji College,  
University of Delhi,  
Ring Road, Raja Garden,  
New Delhi - 110027