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University of Delhi

Ref. No. : Estab-IV/017/2018-2020/9

Date: 27.08.2020

NOTIFICATION

Subject: Promotion of teachers under Career Advancement Scheme (CAS-2018).

Following are notified herewith for the information of all the concerned:

- Detailed guidelines for promotion of teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018 and adopted by University accordingly. (The Annexures and Tables referred in these guidelines are as per the Notification No. CNC-II/093/1(12)/2019-20/251 dated 03.10.2019 relating to adoption of UGC Regulations 2018).
- APAR proforma for Assistant Professors (Stage I and Stage II) to be filled annually by the concerned applicant.
- PBAS proforma for Assistant Professors (Stage I and Stage II) to be filled for promotion by the concerned applicant for promotion to Assistant Professor (Stage II and Stage III).
- APAR proforma for Others (Assistant Professor - Stage III and above) to be filled annually by the concerned applicant.
- PBAS proforma for Others (Assistant Professor - Stage III and above) to be filled for promotion by the concerned applicant for promotion to Associate Professor and above.
- Option Proforma to be filled by consideration under CAS 2010 or CAS 2018 in accordance with UGC Regulations 2018.

(The above mentioned proformas and documents are annexed.)

Important Note:

1. The UGC Regulations 2018 prescribe counting of Ad hoc or Temporary or Contractual service (by whatever nomenclature it may be called) and therefore, experience on account of ad hoc, temporary, contractual services of the concerned applicant shall also be required to be accounted for the purpose of direct recruitment and promotions in addition to the regular service of the applicant, subject to the provisions of Clause 10.0(f) of the UGC Regulations 2018.
2. The cases where ad hoc services or any other service other than the regular service has been counted for promotions, that have already been made operational, shall not be reopened.

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3. For the cases of promotions, which have been made operational, without inclusion of ad hoc services of the applicant, the concerned applicant shall be required to apply under the CAS 2018 Scheme for assessment, if the candidate wishes to get the concerned service accounted for. On assessment by a duly constituted Screening Committee, if the applicant is found to be eligible as per the provisions of CAS 2018 for the date of eligibility arrived at after counting of ad hoc/temporary/contractual service, the date of eligibility would accordingly be shifted after administrative approval.
4. With respect to the pending cases, the applicant will have the option to be considered under CAS 2010 or CAS 2018 in terms of relevant provisions of UGC Regulations 2018. The option proforma has already been notified.

The applicants opting for assessment under CAS 2010 shall be assessed as per criteria laid out in the UGC Regulations 2018 as adopted by the University, on the basis of proforma already notified. No new proforma is being notified.

This issues with the approval of competent authority.

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DEPUTY REGISTRAR
(RECRUITMENT)

Copy to:

1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Deputy Registrar (Establishment - Teaching) for circulation to the Heads of Departments.
3. Director, Delhi University Computer Centre for uploading on the website.
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SECTION OFFICER
(ESTAB-IV)



Detailed Guidelines for Promotion for teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.

Career Advancement Scheme – 2018 (CAS-2018)

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.
- (v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.

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- (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (b) If, however, the candidate finds that she/he would fulfills the CAS promotion criteria, as defined in Tables VI-A.a, VI-A.b, of Annexure VI-A, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- (c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
- (a) **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- (b) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.
- (viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The College/University teachers shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VI-A. The report should be submitted at the end of



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every academic year, before 30th June of the relevant academic year. The teacher will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/Teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

Step 3: A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance.

1. Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/ Associate Professors/Professors

University and Colleges Teachers (Except the Teachers of University College of Medical Sciences and Vallabh Bhai Patel Chest Institute)

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.

B. Career Advancement Scheme (CAS) For University Teachers

(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in professional courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG degree in a professional course and satisfies the following conditions:
- (ii) Attended one orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-Gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCS course (with e- certification) or

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- development of e-contents in four-quadrants / MOOC's course during the Assessment Period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during Assessment Period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be (as provided in Annexure VI-A, Table VI-A.a), and;
- (ii) The promotion is recommended by the screening-cum evaluation committee.

(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior scale: completed a course / programme from amongst the categories of refresher courses/research methodology/ workshops/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes / faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during Assessment Period.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A, Table VI-A.a) and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.



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(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection Grade.
- (ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of refresher courses/ research methodology workshops/syllabus up-gradation workshop/ teaching-learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (v) Evidence of having guided at least one Ph.D. Candidate.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) she/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as specified in Annexure VI-A, Table VI-A.a, and has a research score of at least 70 as per Annexure VI-A (Table VI-A.b)
- (ii) The promotion is recommended by a selection committee constituted in accordance Statute 19(1) with these regulations.

(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- (i) An Associate Professor who has completed three years of service in Academic Level 13A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) Evidence of having successfully guided doctoral candidate.

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- (v) A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

CAS promotion criteria:

A teacher shall be promoted if;

- She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period, as per Annexure VI-A (Table VI-A.a), and at least 110 research score, as per Annexure VI-A, Table VI-A.b.
- The promotion is recommended by a selection committee constituted in accordance with these regulations.

(5) Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee constituted in accordance with Statute 19(1).

Eligibility:

- Ten years' experience as a Professor.
- A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. Degree has been successfully awarded to two candidates under her/his supervision during the Assessment Period.

C. Career Advancement Scheme (CAS) For College Teachers.

(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- Assistant Professors who have completed four years of service and having a Ph.D. Degree or five years of service and having a M.Phil. / PG degree in professional courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG degree in professional courses;
- Attended one orientation course of 21 days' duration on teaching methodology; and
- Any one of the following: completed one refresher / research methodology course
Or
Any two of the following: Workshop, Syllabus Up-Gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

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Or

Completed one MOOCs course (with e-certification) or development of e-content in four-quadrants / MOOC's course during the Assessment Period.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be, as specified in Annexure VI-A (Table VI-A.a), and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.
- (ii) Any two of the following in the last five years of Academic Level 11/ senior scale: completed courses/programmes from among the categories of refresher courses/research methodology course/workshops/syllabus up gradation workshop/ teaching-learning-evaluation/ technology programmes/ faculty development programme/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes/ faculty development programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A (Table VI-A.a)) and
- (ii) The promotion is recommended by the screening-cum-evaluation committee.



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(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- A Ph.D. Degree in subject relevant /allied/ relevant discipline.
- Any one of the following during the last three years: completed one course / programme from amongst the categories of refresher courses/ methodology workshop/syllabus up-gradation workshop/ teaching- learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS promotion criteria:

A teacher may be promoted if;

- She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as prescribed in Annexure VI-A, Table VI-A.a, and
- the promotion to the post of Associate Professor is recommended by the selection committee in accordance with Ordinance XVIII.

(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- Associate Professors who have completed three years of service in Academic Level 13A.
- A Ph.D. Degree in subject relevant/allied/relevant discipline.
- A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

CAS promotion criteria:

A teacher shall be promoted if;

- The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period,

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as per Annexure VI-A, Table VI-A.a and at least 110 research score as per Annexure VI-A, Table VI-A.b

- (ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with Ordinance XVIII.

Counting of Past Service for Direct Recruitment and Promotion under CAS:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, national laboratories or other scientific/professional Organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be.
- The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the Case may be.
- The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/state government/central government/institutions concerned, for such appointments.
- The previous appointment was not as Guest Lecturer for any duration.
- The previous ad-hoc or temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be
 - The incumbent was appointed on the recommendation of a duly constituted selection committee/ selection committee constituted as per the rules of the respective University;
 - The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the Case may be; and
- No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/government), while counting the past service under this clause.

Note: In the Case of any dispute with regard to information given by the teacher in his PBAS proforma, the decision of the Screening-cum-Evaluation Committee shall be final.



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Table VI-A.a. Assessment Criteria and Methodology for University/College Teachers
(Applies to Section B.1 and B.2 of the APAR and PBAS Proformas)

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.
Overall Grading shall be done as per following grades Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.		



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Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to her/his absence from her/his teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the Competent Authority following all procedures laid down in the UGC Regulations as adopted by the University.

Table VI-A.b: Methodology for University and College Teachers for Calculating Academic/ Research Score

(This applies to section B.3 of the APAR and PBAS Proforma)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S. N.	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture /Medical / Veterinary Sciences & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences/Library /Education /Physical Education / Commerce/Management & other related disciplines
1.	Research Papers in Refereed/Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12

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	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		

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	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		

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	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | | |
|-------|--|---|-----------|
| (i) | Paper in refereed journals without impact factor | - | 5 Points |
| (ii) | Paper with impact factor less than 1 | - | 10 Points |
| (iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| (iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| (v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| (vi) | Paper with impact factor >10 | - | 30 Points |

- (a) Two authors: 70% of total value of publication for each author.



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- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.



**Annual Performance Appraisal Report
(Assistant Professor Stage I and Stage II)**

As per CAS 2018
(To be submitted at the end of every academic year)

Academic Year _____
(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

12. Permanent Address (with Pin code), in case different from Sl.No.11:



13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:



17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no.



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

- 80% & above – Good
- Below 80% but 70% & above – Satisfactory
- Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

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(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

APAR as per CAS 2018 (Assistant Professor)



(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2*

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

APAR as per CAS 2018 (Assistant Professor)

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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| 8. | 18. |
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APAR as per CAS 2018 (Assistant Professor)



PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

APAR as per CAS 2018 (Assistant Professor)

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Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Assistant Professor Stage II and Stage III)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):
Address: _____

Telephone No: _____
Mobile No: _____
14. Permanent Address (with Pin code), in case different from Sl.No.13:



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University of Delhi

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:

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PBAS 2018 (Assistant Professor)

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19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

19.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.



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20. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days

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PBAS 2018 (Assistant Professor)
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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section

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PBAS 2018 (Assistant Professor)

M. K. Singh
27/8/20



SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
					From	To

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PBAS 2018 (Assistant Professor)

M. J. Singh
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(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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PBAS 2018 (Assistant Professor)

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University of Delhi

OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section.

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

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PBAS 2018 (Assistant Professor)

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |



PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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PBAS 2018 (Assistant Professor)

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Annual Performance Appraisal Report
[Assistant Professor Stage III and above]

As per CAS 2018
(To be submitted at the end of every academic year)

Academic Year _____

(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

12. Permanent Address (with Pin code), in case different from Sl.No.11:

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APAR as per CAS 2018 (Assistant Professor Stage III and above)



13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:

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M. K. Singh
27/8/20

APAR as per CAS 2018 (Assistant Professor Stage III and above)



17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no.

APAR as per CAS 2018 (Assistant Professor Stage III and above)



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To



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(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

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(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2*

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

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**SECTION B.3:
RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
 - First/Principal/Corresponding Editors
 - Joint Editors

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b. Translation works in Indian and Foreign Languages by qualified faculties.
b.(i) Chapter or Research Paper

S. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

APAR as per CAS 2018 (Assistant Professor Stage III and above)

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(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

APAR as per CAS 2018 (Assistant Professor Stage III and above)

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M. K. Singh
27/8/20



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University of Delhi

c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.2. E-content (developed in 4 quadrants) per module

S.No.	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

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d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.4. Editor of e-content for complete course/paper/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

3. (a) Research Guidance

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			
MPhil./P.G. Dessertation			

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

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*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Title*	Area/Subject	Date of publication/Submission	Level (International)	Reference Number	Sponsoring Agency

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				National/ State)		

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.
(c) Awards/Fellowship

S.No.	Name of Award/Honor *	Area/Subject	Name of Awarding Body	Level (International National)	Date

* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecture/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency

*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

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APAR as per CAS 2018 (Assistant Professor Stage III and above)

M. S. Singh
28/8/20



PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

APAR as per CAS 2018 (Assistant Professor Stage III and above)

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Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Associate Professor and above)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

14. Permanent Address (with Pin code), in case different from Sl.No.13:

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PBAS 2018 (Associate Professor and above)

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15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:



19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

19.4 Contribution towards conduct of MOOCs

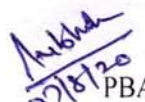

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.



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20. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days


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 PBAS 2018 (Associate Professor and above)

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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report for the assessment period

APAR as per CAS 2018 (Assistant Professor)



SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
					From	To

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(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading Annual Performance Appraisal Report (APAR) for the assessment period

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

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**SECTION B.3:
RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List	Academic Research Score
Total											

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Year	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total								

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

*The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
 - First/Principal/Corresponding Editors
 - Joint Editors

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b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

S. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List	Academic Research Score
Total										

*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
 - First/Principal/Corresponding Translator
 - Joint Translator

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total						

*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
 - First/Principal/Corresponding Translator
 - Joint Translator

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

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(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							

(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

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c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

d.2. E-content (developed in 4 quadrants) per module

S.No.	Year	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score

d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Year	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

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d.4.Editor of e-content for complete course/paper/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

4. (a) Research Guidance

Level of Guidance	Year	Registered	Thesis/ Dissertation submitted	Degree Awarded	Academic Research Score
Ph.D.					
MPhil./P.G. Dissertation					
Total					

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

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(d) Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College	Academic Research Score
Total							

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No	Title *	Area/Subject	Date of publication/Submission	Level (International National/ State)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

S.No.	Name of Award/Honor *	Area/Subject	Name of Awarding Body	Level (International National)	Date	Academic Research Score
Total						

* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecutre/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency	Academic Research Score
Total									

*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

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SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

Research Score (Section B.3)

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
Sub total of Publications (other than Research Papers)		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and Courses	
3.(c)	Development of MOOCs	
3.c.1	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.3	Content writer/subject matter expert	
3.c.4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.d.1.	Development of E-Content in 4 quadrants for a complete course/e-book	
3. d.2	E-content (developed in 4 quadrants) per module	
3. d.3	Contribution to development of e-content	
3. d.4	Editor of e-content for complete course/paper/e-book	
Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		

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University of Delhi

4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
Sub total of Research related activities		
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
Sub total of Patents		
6.	Invited lectures / paper presentation	
TOTAL ACADEMIC/RESARCH SCORE		

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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OPTION FORM
PROMOTION OF TEACHERS

I hereby opt the _____ scheme in terms of clause 6.3 of University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 for promotion from _____ to _____.

My details are as under:

S.No.	Particulars	Details
1	Name	
2	Department/College	
3	Date of Initial Appointment	
4	Present Designation	

Date:

Applicant's Signature

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M. H. S.
27/8/20



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UNIVERSITY OF DELHI

No.CBII/CAS,2010/template/2015

Date: 11.06.2015

The Principals,
All the Colleges/Institutes
University of Delhi,
Delhi / New Delhi

Subject: Promotion under CAS 2010- Template regarding

Dear Sir/Madam

This is in continuation with the letter of even number dated 9.6.2015 regarding the subject cited above. In this connection, it is inform^{ed} that in the template for suggestive issues for applicants and screening committee, it was inadvertently written that the Promotion from Assistant Professor Stage -3 (AGP Rs.8000) to Associate Professor Stage 4(AGP Rs.9000) is applicable only to University departments, whereas, this is applicable to the colleges also.

Accordingly a corrected template of suggestive issues with respect to the Career Advancement Scheme 2010 is enclosed herewith for your reference.

Yours faithfully,

Assistant Registrar (College-T)

Encl:As above

**SUGGESTIVE
ISSUES WITH
RESPECT TO
CAREER
ADVANCEMENT
SCHEME-2010**

HS

B

MSS

CAREER ADVANCEMENT SCHEME-2010

SUGGESTIVE ISSUES FOR APPLICANTS FILLING UP THE PROFORMA FOR PROMOTION BASED ON PBAS UNDER THE CAS-2010 SCHEME

1. The proforma should clearly indicate the date of eligibility for the promotion under consideration.
2. Assessment period is the period during which the academic performance of the applicant is assessed as per the information filled in the proforma for promotion based on PBAS under the CAS 2010 Scheme as per UGC Regulations 2010 as adopted by the University.

The assessment for different stages is as follows:

- Assistant Professor Stage-1(AGP Rs. 6000) to Assistant Professor Stage-2 (AGP Rs. 7000)
 - Four years as Assistant Professor Stage-1, if Ph.D. awarded
 - Five years as Assistant Professor Stage-1, if only M.Phil/Professional Course completed
 - Six years as Assistant Professor Stage-1, if applicant has not done M.Phil/Ph.D.
- Assistant Professor Stage-2(AGP Rs.7000) to Assistant Professor Stage-3 (AGP Rs. 8000)
 - Five years as Assistant Professor Stage-2
- Assistant Professor Stage-3(AGP Rs.8000) to Associate Professor Stage-4 (AGP Rs. 9000)
 - Three years as Assistant Professor Stage-3
- Associate Professor Stage-4(AGP Rs.9000) to Professor Stage- 5(AGP Rs. 10000) (applicable only for Departments in the Universities.)
 - Three years as Associate Professor Stage-4

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3. The assessment period is associated with the date of eligibility. If the date of eligibility is shifted for some reason, the assessment period also gets shifted.

For example, if an applicant becomes eligible for the post of Associate Professor with effect from 30.01.2010, however, he/she has a publication to be reviewed which is of June 2010 and therefore, wants his date of eligibility to be shifted to 30.06.2010. In such a case, the period of assessment will accordingly become 30.06.2007 to 29.06.2010 instead of 30.01.2007 to 29.01.2010

4. The details filled in the PBAS based proforma for category I, II and III has to be strictly within the assessment period. Articles filled in, for the period before or after the assessment period cannot be considered.
5. The applicant must fill the ISSN/ISBN number wherever required in the relevant columns for the publication/journals under category III.
6. The applicant should not claim API score for same article under two heads. For instance, if an ongoing project gets completed within the assessment period, points should be claimed only under one head.
7. The applicant must attach a copy of documentary evidence towards every article for which API points have been claimed.
8. Although the articles indicated in the PBAS based proforma should be within the period of assessment, the publications to be reviewed by the external experts may be within the period from which the applicant has been awarded stage-2 up till the date of eligibility in the case of Associate Professor/Professor. However, if an applicant is applying for promotion for the post of Associate Professor as well as Professor (applicable only to the University Departments), the publications to be reviewed should not overlap

Note The issues highlighted above are not exhaustive in nature. They are also in line with CAS 2010 Scheme as adopted by the University. The applicants are also required to refer to the guidelines issued by the UGC and adopted by the University in this respect.

NS

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M. K. S.

CAREER ADVANCEMENT SCHEME-2010

SUGGESTIVE ISSUES FOR CONSIDERATION BY THE SCREENING COMMITTEE FOR SCREENING OF PBAS BASED FORMS FOR PROMOTION UNDER CAS 2010 SCHEME

1. The members should consider articles under Category I, II & III strictly as per the assessment period.
2. The assessment period is defined as follows by the UGC Regulations 2010 as adopted by the University:

- a. Assistant Professor Stage-1(AGP Rs. 6000) to Assistant Professor Stage-2 (AGP Rs. 7000)

- Four years as Assistant Professor Stage-1, if Ph.D. awarded
- Five years as Assistant Professor Stage-1, if only M.Phil/Professional Course completed
- Six years as Assistant Professor Stage-1, if applicant has not done M.Phil/Ph.D.

Assistant Professor Stage-2(AGP Rs.7000) to Assistant Professor Stage-3 (AGP Rs. 8000)

- Five years as Assistant Professor Stage-2

Assistant Professor Stage-3(AGP Rs.8000) to Associate Professor Stage-4 (AGP Rs. 9000)

- Three years as Assistant Professor Stage-3

Associate Professor Stage-4(AGP Rs.9000) to Professor Stage-5(AGP Rs. 10000) (applicable only for Departments in the Universities.)

- Three years as Associate Professor Stage-4

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- b. The assessment period is associated with the date of eligibility. If the date of eligibility is shifted for some reason, the assessment period also gets shifted.

For example, if an applicant becomes eligible for the post of Associate Professor with effect from 30.01.2010, however, he/she has a publication to be reviewed which is of June 2010 and therefore, wants his date of eligibility to be shifted to 30.06.2010. In such a case, the period of assessment will accordingly become 30.06.2007 to 29.06.2010 instead of 30.01.2007 to 29.01.2010

3. The Screening Committee must ensure that only the articles within the period of assessment are counted. Articles filled in for the period before or after the assessment period should not be considered.
4. The Screening Committee must ensure that, with respect to the relevant columns for publication/journals under category III, only articles having ISSN/ISBN number, as required, should be counted for grant of API score
5. The Screening Committee should ensure that the applicant does not claim points for same article under two heads. For instance, if an ongoing project gets completed within the assessment period, points should be claimed only under one head.
6. The Screening Committee must ensure that the documentary evidence towards every article for which API points have been claimed are attached. The Screening Committee should cross tally the points claimed vis-à-vis the documentary evidence attached.
7. The Screening Committee must ensure that points are calculated as per cappings for category I, II & III respectively.

Note: The issues detailed above are only suggestive and not exhaustive in nature. The Screening Committee is required to refer to the guidelines laid down in this respect by UGC as adopted by University in this respect from time to time.

NS

MJS

कालिन्दी महविद्यालय

(दिल्ली विश्वविद्यालय)
पूर्वी पटेल नगर, नई दिल्ली-110008
☎ : 011-25787604 ; Fax No.: 011-25782505
E-mail : kalindisampark.du@gmail.com
Website : www.kalindi.du.ac.in



KALINDI COLLEGE

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E-mail : kalindisampark.du@gmail.com
Website : www.kalindi.du.ac.in

Annexure III

Academic Performance Indicators (API)

Category III: Research and Academic Contributions

For promotion to the post of Associate Professor in colleges, the applicant should attach copies of major publication(s) made during the period of service as Assistant Professor as per the following provision:

- For those who possess a Ph.D Degree, a minimum of one publication made during the service as Assistant Professor;
- For those with an M.Phil degree, a minimum of two publications made during the period of service as Assistant Professor;
- For those without Ph.D or M.Phil degree, at least three publications made during the period of service as Assistant Professor.
- Please mention your contribution to any of the following

A(i) Published Research Articles / Papers in Journals / Periodicals

S.No.	Title with page Nos.	Journal with ISSN & Publisher	Whether refereed	Latest Impact Factor, if any	No. of Co-authors	Whether First / Corresponding / Co-Author	API Score
Total API Score							

A(ii) Full Papers in Conference Proceedings (in related area / subject) (Abstracts not to be included)


S.No.	Title with Page Nos.	Details of Conference Publication	ISBN / ISSN	Whether sole/Corresponding Author	API Score

Search results - tarukmc@gmail.c... **Inbox (14) - apar@kalindi.du.ac.in** x +

mail.google.com/mail/u/0/#inbox

Kalindi College : Un... University of Delhi... Dashboard | RCMO... Genetic Engineerin... Entomology All Se... Biology Notes in Hi... » | Other bookmarks | Reading list

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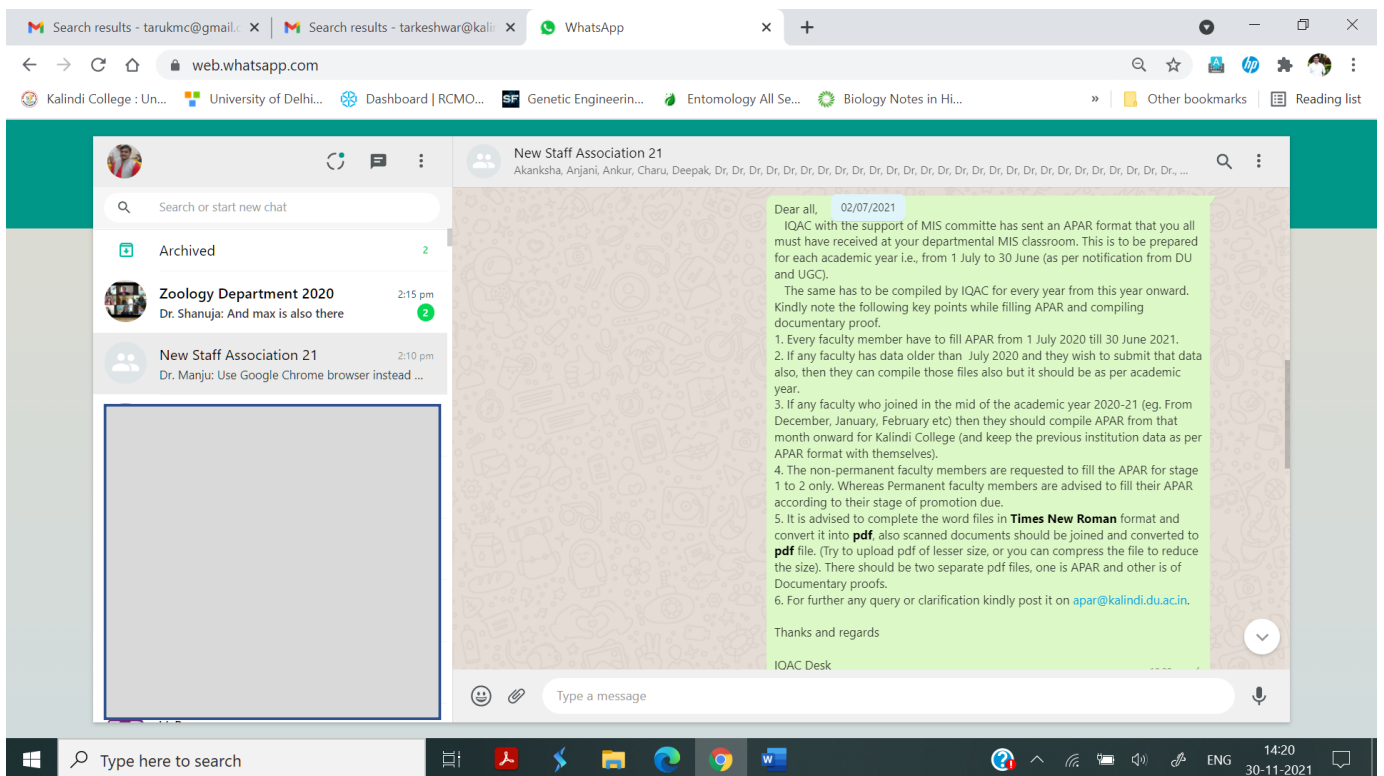
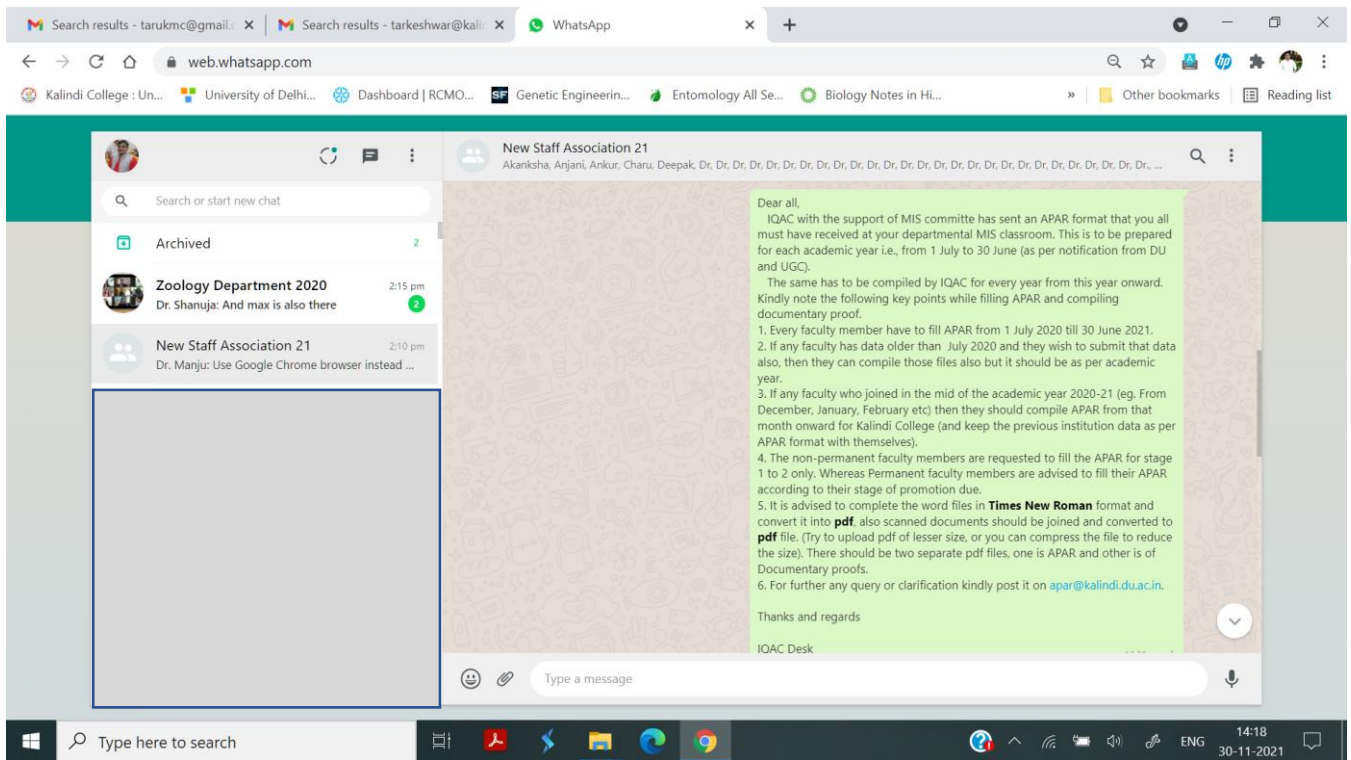
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<input type="checkbox"/>	☆ Manju Sharma	Apar and Merged Documents - Respected Mam PFA the required doc...  1630507596_m...	Sep 1
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Type here to search

14:26 30-11-2021

APAR





tarkeshwar gautam <tarukmc@gmail.com>

New assignment: "APAR 2020-21"

1 message

Kalindi College (Classroom) <no-reply+17032907@classroom.google.com>
To: tarukmc@gmail.com

Mon, Jun 28, 2021 at 3:53 PM



Google Classroom

Hi tarkeshwar,
Kalindi College posted a new assignment in [Zoology](#).

NEW ASSIGNMENT

Due Jul 5

APAR 2020-21

1. Please fill the APAR word doc as per your stage . 2. Please upload the filled APAR with Proofs either as a single pdf or two pdfs in the same assignment before turning in. 3. Last date to submit APAR is 5th July 2021. 4. APAR should be signed. 5. Every department coordinator along with TIC follows up with their department teachers to submit APAR before the due date. 6. Department coordinators and TICs have to make sure that the teacher should attach a signed APAR with proofs.

[Open](#)

Posted Jun 28 by Kalindi College



Google LLC [1600 Amphitheatre Parkway, Mountain View, CA 94043 USA](#)

If you don't want to receive emails from Classroom, you can [unsubscribe](#).



Dr. Tarkeshwar <tarkeshwar@kalindi.du.ac.in>

Re: Fwd: Regarding APAR assignment to all teachers

1 message

Monica Zutshi <monicazutshi@yahoo.com>

Mon, Jun 28, 2021 at 8:51 PM

To: Rakhee Chauhan <rakheechauhan@kalindi.du.ac.in>, IQAC Kalindi College <iqac@kalindi.du.ac.in>

Cc: Tarkeshwar Gautam <tarukmc@gmail.com>, "tarkeshwar@kalindi.du.ac.in" <tarkeshwar@kalindi.du.ac.in>

Dear Convener, IQAC,

I have successfully cleared the Associate Professorship (Level 13A as of July 2014) interview, but the paperwork for the same has not been processed yet. My formal designation is still Assistant Professor in Senior Grade, I believe.

There are two forms attached to this email, to be filled out depending on the Level/ Designation. Kindly inform me which of the two forms I am to fill up for 2018-2021.

Regards,

Monica Zutshi

English Department

Sent from Yahoo Mail on Android

On Mon, Jun 28, 2021 at 16:24, Kalindi College

<kalindisampark@kalindi.du.ac.in> wrote:

Kindly share this with the teachers of your concerned department.

----- Forwarded message -----

From: **Dr. Nidhi Arora** <nidhiarora@kalindi.du.ac.in>

Date: Mon, Jun 28, 2021 at 3:18 PM

Subject: Regarding APAR assignment to all teachers

To: <triranjitasrivastava@kalindi.du.ac.in>, Triranjita Srivastava <triranjita@gmail.com>, reena jain <drreenajain2013@gmail.com>, <reenajain@kalindi.du.ac.in>

Cc: IQAC Kalindi College <IQAC@kalindi.du.ac.in>, Kalindi College <kalindisampark@kalindi.du.ac.in>

PFA two word files to be put in a single assignment named "APAR 2020-21" in MIS google classroom.

Following Instructions to be put :

1. Please fill the APAR word doc as per your stage .
2. Please upload the filled APAR with Proofs either as a single pdf or two pdfs in the same assignment before turning in.
3. Last date to submit APAR is 5th July 2021.
4. APAR should be signed.
5. Every department coordinator along with TIC follows up with their department teachers to submit APAR before the due date.
6. Department coordinators and TICs have to make sure that the teacher should attach a signed APAR with proofs.

--

Best Regards,
Dr. Nidhi Arora

Assistant Professor,
Department of Computer Science,
Kalindi College,
University of Delhi.
Delhi-110008.
India

2 attachments



APAR_Assistant-Professor-Stage-III-and-above.docx
310K



APAR-Assistant-Professor-Stage-I-and-Stage-II.docx
302K



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University of Delhi

Recruitment Rules (Non-Teaching Employees) 2020 [Under Ordinance XXII-D]



UNIVERSITY OF DELHI
DELHI-110 007



दिल्ली विश्वविद्यालय University of Delhi

RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2020

The Executive Council of the University of Delhi in exercise of the powers conferred under Statute 6(2)(ii) of the Statutes and Ordinance XXII-D of Ordinances framed under the Delhi University Act 1922, hereby makes the following rules for regulating the method of recruitment to non-teaching posts in the University of Delhi, its colleges and matters related thereto.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called “Recruitment Rules (Non-Teaching Employees), 2020”.
- (ii) They shall come into force on the date of its notification.

2. DEFINITIONS:

- (a) “Act” means Delhi University Act, 1922, as amended from time to time.
- (b) “Appendix” means an Appendix to the Schedule to these Rules.
- (c) “Departmental candidate” means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (d) “Government” means the Government of India (Central Government).
- (e) “Limited Departmental Examination” or “Test” means a competitive test limited to certain category or categories of holders of posts in the Schedule, conducted by the University or its respective college for Promotion to a higher post specified in these Rules.
- (f) “Non-Teaching Employee” means employees of the University other than University Teachers and such other employees defined under Section-1 of the University Non-Teaching Employees (Terms and Conditions of Service) Rules.
- (g) “On probation” in relation to a person, means a person appointed against a substantive post on probation as specified in these Rules.
- (h) “Regular service” means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages or ad-hoc but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- (i) “Schedule” means a Schedule to these Rules.
- (j) “Statutes”, “Ordinance” and “Regulation” means, respectively, the Statutes, Ordinances and Regulations of the University made under the Delhi University Act, 1922.



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(k) “Selection Committee” means a composition of members of Selection Committee including Departmental Selection Committee specified in the Appendix-1, Appendix-2 and Appendix-3 to the Schedule to these Rules.

(l) “University” means University of Delhi.

(m) ‘College(s)’ here means an institution where the University Non-Teaching Employees (Terms and Conditions of Service) Rules are applicable for their non-teaching employees.

3. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE:

(i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule. (The strength indicated in the schedule is for the University, unless specified otherwise).

(ii) After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be such as may, from time to time, be determined by or under the authority of the University of Delhi, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

4. FUTURE MAINTENANCE OF CADRE/POSTS:

(i) All the appointments in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the Executive Council or the Vice Chancellor or any other Authority under the Act. The Executive Council may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules in consonance with the guidelines/advisory/suggestions of the Regulatory Bodies.

(ii) The seniority list of the University employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of Central Office of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice Chancellor or Pro-Vice Chancellor or Registrar as the case may be.

The seniority list of the College employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained by the concerned College. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Principal of the respective college.



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(iii) Reservation of posts for various designated reserved categories shall be provided in accordance with the instructions received from the Government of India in this regard from time to time.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules. The same may vary in accordance with University Grants Commission/Ministry of Education notifications in this respect from time to time.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

(i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.

(ii) The upper age limit prescribed for Direct Recruitment shall be relaxed in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.

(iii) The upper age-limit prescribed for direct recruits in the schedule shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges /Public Sector Undertakings.

(iv) The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/college(s).

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 or its College(s) provided they have put in atleast one year of service.

(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

(v) (a) For appointment to various posts against Direct Recruitment/Open Selection, the composition of the Selection Committees for different categories of posts will be as given in Appendix-1. Every appointment through Direct Recruitment/Open Selection shall invariably be made only after making an open advertisement on the website and Employment News. Further, in terms of E. C. Resolution No. 236 dated 02.03.1994, the validity of the advertisement is 18 months from last date of submission of applications. This implies that the recruitment process shall be completed before the end of 18 months. However, consequential actions like declaration of result(s), joining of selected candidate(s), validity of panel(s) etc. can be taken beyond 18 months.

(b) For Direct Recruitment wherever a percentage has been prescribed for the minimum qualifying education qualification in these rules, there will be a relaxation of 5% for the applicants belonging to the various designated reserved categories in accordance with the



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instructions received from the Government of India/University Grants Commission in this regard from time to time.

(vi) For Promotion the composition of the Departmental Promotion Committee for different categories of posts will be as given in Appendix-2 and Appendix-3 respectively to the Schedule.

(vii) The Recruitment year for promotions will be calendar year. In cases, where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the officers in the cadre as on 1st January of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee.

However, this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.

This will also not apply in case the vacancies becoming available during the recruitment year are in excess of the candidates eligible as on 1st January of that recruitment year. Eligibility of the candidates for consideration against such vacancies will be considered appropriately by the DPC.

(viii) Notwithstanding any other provision of these rules, in the case of colleges, where the number of sanctioned posts in a grade in the cadre as detailed in The Schedule to these rules, in Group B and C, is 02 or less, such post(s) shall be filled by promotion (seniority cum fitness) only.

(ix) Notwithstanding any other provision of these rules, where there is no person with minimum number of years of service available in the feeder grade, for the post to be filled through promotion and it is not desirable to keep the post(s) vacant, such post(s) may be filled on Temporary Promotion/Deputation/Short term Contract/Direct Recruitment basis in the following manner:

- i) If there is a candidate in the feeder cadre, who is eligible as per the requirement prescribed for direct recruitment for the post, the post may be filled on temporary promotion basis for a period not exceeding two years depending upon operational requirement or till the post is filled on regular basis, whichever is earlier.
- ii) If there is a likelihood of eligible candidates becoming available in the feeder cadre, in the succeeding one year and there is no likelihood of an additional post falling vacant in that period, the option of deputation/short term contract may be opted.
- iii) If there is a likelihood of eligible candidates becoming available in the feeder cadre in the succeeding one year and there is likelihood of additional posts falling vacant in that period, the option of Direct Recruitment may be opted.

(x) The Promotion/Limited Departmental Examination/Direct Recruitment/Deputation shall be carried out in consideration of the following:



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- (a) The Departmental Promotion Committee will meet at least once in a year, preferably before start of the recruitment year to prepare a panel for the ensuing recruitment year. The Promotion for all Multi-Tasking Staff and Group C & B will be based on seniority-cum-fitness, quality of Annual Confidential Reports/APAR for the last five years and vigilance clearance. For the gradation in ACRs/APARs for the preceding five years, the bench mark for promotion to all posts will be “Very Good” with effect from 2016-17 onwards and “Good” for the preceding period.
- (b) For the purpose of promotion, the eligibility of service and qualification shall continue to be the same as prescribed in the pre-revised rules for persons holding the feeder posts on regular basis on the date of notification of the revised rules.
- (c) Since training is being made compulsory for many posts to be filled by promotions, the College and University authorities should ensure that trainings are conducted regularly. The requirement of training, subject to fulfillment of other eligibility requirement, can be relaxed if necessary training has not been conducted by University/Colleges in the preceding two years. Training programs can be combined to arrive at the requisite duration for the concerned promotion.
- (d) For purpose of appearing in the Limited Departmental Examinations (LDE) for all posts the benchmark in the ACRs/APARs for the preceding three years will be as stated at S.No.(x) (a) above.
- (e) The Limited Departmental Examinations (LDE), wherever prescribed, shall be held once in every recruitment year. In case the LDE is not held for 02 consecutive years despite occurrence of vacancy, the vacant posts of the respective year may be filled on temporary promotion basis for a period of not exceeding two years depending upon operational requirement or till the post is filled on regular basis, whichever is earlier.
- (f) The Scheme of Examination and weightage of marks for Direct Recruitment as well as LDE will be as prescribed by the University from time to time.
- (g) Wherever there is a change in the prescribed percentage for the different modes of recruitment i.e. Promotion/LDE/Direct Recruitment, the revised percentage would be made applicable to the vacancies that arise after the date of notification of these rules.
- (h) In case the post(s) cannot be filled with the prescribed regular mode of appointment as mentioned in the schedule with respect to the concerned post, the same may be filled through deputation/short term contract basis, by inviting applications from the persons serving in the Universities, Higher Educational Institutions (HEIs), Government Departments and Autonomous Bodies, Public Sector Undertakings (PSUs) who are holding analogous posts or holding a post one rank below and fulfilling the prescribed eligibility requirement for direct recruitment.
- (i) Unforeseen vacancies and vacancies arising due to grant of deputation/leave/foreign service to the incumbent(s) or due to appointment of the incumbent(s) on another post for



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a specified period within this University/Colleges may be filled, depending upon operational requirement on temporary basis by promotion from the feeder cadre till the post is filled on regular basis or till the incumbents resume duty on her/his substantive post after availing deputation/leave/foreign service/tenure etc. whichever is earlier.

In case the post(s) are not filled on temporary promotion basis, the same may be filled through deputation/short term contract basis for such period, by inviting applications from the persons serving in the Universities, Higher Educational Institutions (HEIs), Government Departments and Autonomous Bodies Public Sector Undertakings (PSUs) who are holding analogous posts or holding a post one rank below and fulfilling the prescribed eligibility requirement for direct recruitment.

7. PROBATION/DISQUALIFICATION:

Every person appointed shall be governed under the University Non-Teaching Employees (Terms and Conditions of Service) Rules as amended from time to time and such other conditions prescribed by the University from time to time.

8. RESIDUARY MATTERS:

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Act, Statutes, Ordinances, Executive Council decisions/Regulations and other orders issued by the Government of India from time to time.

9. POWER TO RELAX:

When the Executive Council of the University of Delhi, upon a recommendation made by the Vice Chancellor to that effect, is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons.

After notification of these rules, relevant administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with the approval of the Executive Council prior to notification of these Recruitment Rules shall stand superseded, to the extent it contradicts these Rules.

10. REPEAL AND SAVINGS:

Relevant guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these rules shall stand repealed to the extent it contradicts these Rules. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the University to the various designated reserved categories in accordance with the orders issued by the Government of India, University Grants Commission and approved by the Executive Council of the University from time to time in this regard.

11. INTERPRETATIONS:

- (i) For any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.

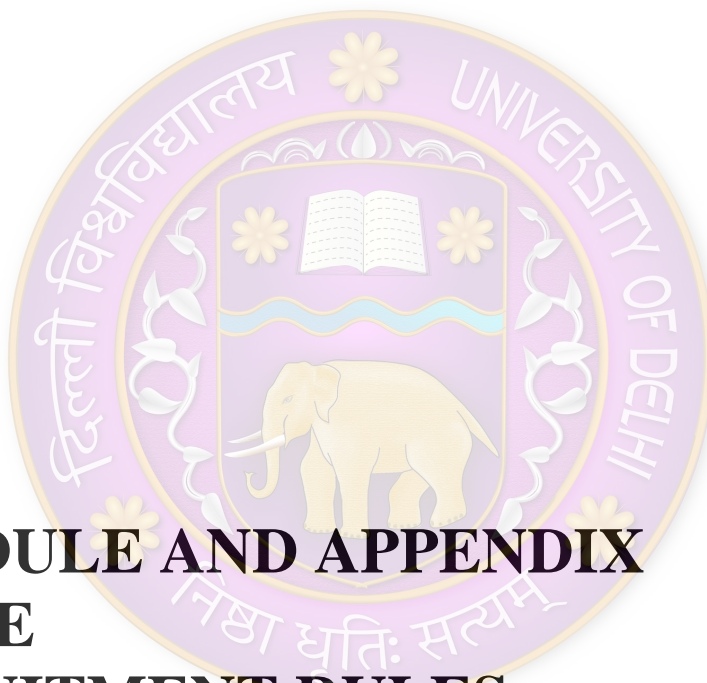


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University of Delhi

- (ii) Notwithstanding, anything contained in these rules, the Executive Council shall have the power to alter or modify, any of the provisions of these rules.

12. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.



**SCHEDULE AND APPENDIX
TO THE
RECRUITMENT RULES
(NON TEACHING EMPLOYEES) 2020**



दिल्ली विश्वविद्यालय
University of Delhi

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13.	Radiological Safety Officer	Level 12	01	30
14.	Senior System Programmer/Senior System Analyst/ Senior System Manager/Senior Programmer	Level 12	09	31
15.	Executive Engineer (Civil/Electrical)	Level 11	03	32
16.	Assistant Registrar/Administrative Officer	Level 10	32	34
17.	Statistical Officer	Level 10	01	37
18.	Assistant Internal Audit Officer	Level 11/Level 10	02	38
19.	Assistant Director, DHMI	Level 10	03	39



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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
20.	Programmer/System Analyst/ System Programmer	Level 10	11	40
21.	Technical Officer	Level 10	19	41
22.	Medical Officer	Level 10	19	43
23.	Medical Officer (Dentistry)	Level 10	01	44
24.	Medical Officer (Pathology)	Level 10	01	45
25.	Medical Officer (Radiology)	Level 10	01	46
26.	Veterinarian	Level 10	01	47
27.	Manager (International Guest House)	Level 10	01	48
	Group-B			
28.	Section Officer	Level 07	117	50
29.	Senior Personal Assistant	Level 07	13	51
30.	Private Secretary	Level 07	04	53
31.	Hindi Officer	Level 07	01	55
32.	Assistant Engineer (Civil/Electrical/Mechanical)	Level 07	08	57
33.	Security Officer	Level 07	03	58
34.	Field Worker	Level 07	02	59
35.	Yoga Organizer	Level 07	01	60
36.	Staff Nurse	Level 07	08	61
37.	Personal Assistant	Level 06	45	62
38.	Hindi Translator	Level 06	02	63
39.	Senior Assistant	Level 06	183	64
40.	Legal Assistant	Level 06	02	66
41.	Professional Assistant	Level 06	62	68
42.	Junior Engineer (Civil/Electrical)	Level 06	21	71
43.	Senior Technical Assistant	Level 06	78	72
44.	Senior Technical Assistant (Computer)	Level 06	14	75



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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
45.	Senior Technical Assistant (German)	Level 06	01	76
46.	Senior Technical Assistant (French)	Level 06	01	77
47.	Senior Technical Assistant (Russian)	Level 06	02	78
48.	Physiotherapist	Level 06	04	79
49.	Assistant Security Officer	Level 06	04	80
50.	Assistant Manager, Guest House	Level 06	01	81
51.	Horticulturist	Level 06	02	82
52.	Social Worker	Level 06	03	83
53.	X-Ray Technician	Level 06	02	84
	Group-C			
54.	Hindi Assistant	Level 05	01	85
55.	Sports Coach	Level 05	05	86
56.	Technical Assistant	Level 05	106	87
57.	Technical Assistant (Computers)	Level 05	41	89
58.	Assistant Archivist	Level 05	01	90
59.	Technical Assistant (Music)	Level 05	01	91
60.	Pharmacist	Level 05	18	92
61.	Semi Professional Assistant	Level 05	69	93
62.	Supervisor (Monitor)	Level 05	01	95
63.	Assistant	Level 04	320	96
64.	Assistant (Store)	Level 04	02	97
65.	Stenographer	Level 04	77	98
66.	Electrician	Level 04	09	99
67.	Sanitary Inspector	Level 04	01	100
68.	Senior Garden Supervisor	Level 04	02	101
69.	Tabla Accompanists	Level 04	15	102



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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
70.	Pakhawaj Player	Level 04	02	103
71.	Sarangi Accompanists	Level 04	02	104
72.	Violin Accompanists	Level 04	02	105
73.	Mridangam Accompanists	Level 04	02	106
74.	Harmonium Accompanists	Level 04	01	107
75.	Tanpura Accompanists	Level 04	04	108
76.	House Keeper (Exist only in Hostels)	Level 04	12	109
77.	Laboratory Assistant	Level 04	112	110
78.	Salesman, DHMI	Level 04	02	112
79.	Works Assistant	Level 04	08	113
80.	Library Assistant	Level 03	22	114
81.	Junior Assistant	Level 02	317	117
82.	Junior Assistant (Russian)	Level 02	01	118
83.	Despatch Rider	Level 02	06	119
84.	Telephone Operator	Level 02	10	120
85.	Driver (Ordinary Grade)	Level 02	28	121
86.	Cook	Level 02	02	122
87.	Head Grounds Man	Level 02	01	123
88.	Junior Assistant (Store)	Level 02	01	124
89.	Junior Assistant (Network Cable)	Level 02	01	125
90.	Junior Assistant (AC)	Level 02	01	126
91.	Junior Work Assistant (Engineering Services)	Level 02	67	127
92.	MTS (erstwhile Daftry, Gestetner - cum-Photocopy Operator, Office Attendant, Sanitary guide, Sorter)	Level 01	311	128
93.	Library Attendant	Level 01	122	129
94.	Engineering Attendant	Level 01	56	131



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S. No.	Name of Group/ Nomenclature	Pay	Sanction Strength	Page
95.	Health Attendant (erstwhile Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner)	Level 01	24	132
96.	Animal Attendant	Level 01	06	133
97.	MTS-Farash and Mali	Level 01	124	134
98.	Grounds Man	Level 01	11	135
99.	Head Security Guard (Havaladar)	Level 01	15	136
100.	Computer Laboratory Attendant	Level 01	(for Colleges)	137
101.	Laboratory Attendant	Level 01	172	138
102.	Mess Helper	Level 01	02	141
103.	Room Bearer	Level 01	04	142
104.	MTS-Safai-Karamchari	Level 01	124	143
105.	Security Guard	Level 01	185	144
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Appendix-2: Composition of Departmental Promotion Committee for Promotion				150
Appendix-3: Composition of Committee for Promotion through LDE				152
Appendix-4: Scheme of Examination for different posts				153



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Schedule – I

SCHEDULE TO THE RECRUITMENT RULES (NON TEACHING EMPLOYEES) 2020





दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Registrar
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 57 years.
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale or an equivalent grade. 2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 or above including as Associate Professor with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education. Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12. <p>Note: In case a departmental Joint Registrar or Deputy Registrar is selected, the post is deemed to have been filled on promotion.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	As above at Sr. No. 7



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Finance Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 57 years.
7.	Educational & other qualification required for direct recruitment	<p><u>Essential:</u></p> <ol style="list-style-type: none">1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale or an equivalent grade.2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education. Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post Level 12. <p><u>Desirable:</u></p> <p>Preference would be given to persons having worked in an Organized Accounts or related Service in Central/State Government, with similar status.</p> <p><u>Note:</u></p> <ol style="list-style-type: none">1. In case a departmental Joint Registrar or Deputy Registrar is selected, the post is deemed to have been filled on promotion.2. Nominations/Panel of officers fulfilling the eligibility requirement and having worked in an organized service may also be invited from the Government of India.
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	As above at Sr. No. 7



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Controller of Examination
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 57 years.
7.	Educational & other qualification required for direct recruitment	Essential : 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale or an equivalent grade. 2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education, Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12. Desirable: Preference will be given to candidates having experience in Conduct of Examination in a University. Note: In case a departmental Joint Registrar or Deputy Registrar is selected, the post is deemed to have been filled on promotion.
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at S. No. 7



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Director, Directorate of Hindi Medium Implementation (DHMI)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Master's degree in a Hindi or any of the following Social Science subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi with at least 55% marks or an equivalent grade of B in the UGC seven point scale or an equivalent grade. 2. Ph.D. or equivalent degree. 3. Total Experience of 15 years of teaching and/or post-doctoral research/publication/ Translation, out of which at least 8 years must be in a post at Level 12 or above, including A. Desirable: The candidate should possess experience in a responsible position in one or more of the following fields/areas: 1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education. 2. Scientific & Technical Terminology. 3. Research Experience in promotion of Hindi Literature in a University or Institution of Higher Learning. 4. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts. Note: 1. Preference will be given to candidates who are holding additional Master degree in Hindi or Social Science. 2. The appointment may be for the tenure of five years which could be renewed for further similar terms or on deputation basis.
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at Sr. No. 7 above.



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Director, Delhi University Computer Centre (DUCC)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale or an equivalent grade in Engineering/Technology/ Science stream. 2. Candidate from Industry/Government Institutions/Professor with recognized professional work of high standard recognized at National/Inter-national level. 3. Experience of 10 years in teaching/industry/ Research out of which 05 years must be in a post equivalent a post at Level 12 or above. <p>Desirable: Ph. D in relevant subject.</p>
8.	Period of probation (if, any)	—
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/ Deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at S. No. 7



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Director, Non-Collegiate Women's Education Board (NCWEB)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree with at least 55% marks or an equivalent grade of B in the UGC seven point scale or an equivalent grade. 2. Ph.D. or equivalent degree. 3. At least 15 years of experience in teaching/ post-doctoral research or Educational Administration in a University/ College/Institution of higher education out of which at least 08 years must be in a post equivalent to a post at Level 12 or above. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of /Experience in the field of Open and Distance Learning (ODL) and/or ICT. 2. Preference shall be given to female candidates possessing requisite qualification.
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at Sr. No. 7



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Chief Engineer (erstwhile University Engineer)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 57 years.
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in Civil/Electrical Engineering from a recognized Institute/University, possessing good working knowledge of Electrical/Civil Engineering. 2. At least 15 years of experience in R.C.C. design, cost estimation and in designing, constructing and maintaining buildings, roads and utility services like water supply, sanitary, gas and electric installations and sewage system, etc. 3. At least 10 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/reputed Public Sector Undertaking, out of which 03 years should be in the pay scale of Level 13 or 08 years in Level 12 or equivalent. 4. Well conversant with contract law and C.P.W. D./P.W.D. accounting procedure. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in planning, architecture, urban designing, management, supervision/construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations, electrical installations, air conditioning plants etc. 2. Additional Post-Graduate qualification or Membership in professional bodies.
8.	Period of probation (if, any)	-
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be	By Direct Recruitment/ Deputation.



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	filled by various methods.	
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Deputation: Persons from C.P.W.D. or P.W.D. or Central Public Sector Undertakings engaged in construction activities and working in an analogous post or next lower grade (Level 12/Level 13 or an equivalent scale) with at least 08/03 years' service and fulfilling the other minimum eligibility conditions prescribed for Direct Recruitment at Sr. No. 7 above.





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1.	Name of Post	Chief Medical Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Preferably below 57 years.
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. A Medical qualification included in the first or the second part of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 as amended from time to time. Holders of educational qualification included in part II of the third schedule fulfill the conditions stipulated in section 13(3) of the Indian Medical Council Act, 1956 or its amendments from time to time. 2. Recognized Post-Graduate degree, preferably in Medicine and at least 10 years of experience after obtaining post-graduate degree, preferably in a large hospital out of which at least five years should be administrative experience in managing the hospital or the Department of the specialty concerned in a responsible position.
8.	Period of probation (if, any)	-
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/Deputation.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Deputation: Officers from organized Health Service cadre in the analogous post and fulfilling eligibility conditions at Sr. No. 7 above.



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Joint Registrar
2.	No. of Posts	Not Applicable
3.	Classification	Group A
4.	Scale of Pay	Level 13
5.	Whether Selection Post or Non Selection Post	By placement.
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Deputy Registrar, at the Level 12, on completion of 05 years is eligible to move to the Level 13 will be re-designated as Joint Registrar, with the stipulation that the post will revert as Deputy Registrar when it falls vacant. (The re-designation will be subject to the policy notified by UGC/MHRD and adopted by the University accordingly from time to time)
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by placement in the scale.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Internal Audit Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 12
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Deputation/ Short term Contract. If appointment on Contract is made, it shall initially be for 01 year, extendable upto 05 years based on requirement of the University.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Deputation/Contract From amongst the Officers from any of the Organized Account Cadre/Service</p> <p>in the Pay of Level 12 Or in the Pay scale of Level 11 and having minimum 03 years of experience.</p> <p>Note: The vacancy will also be notified to the Organized Account Services (viz. IA&AS, IRAS, ICAS, IDAS) and also advertised. The Selection will be made on the basis of nomination/panel received from the Services/Cadres and applications in response to the advertisement, taking into consideration the quality of ACRs & APARs, Experience and interaction.</p>



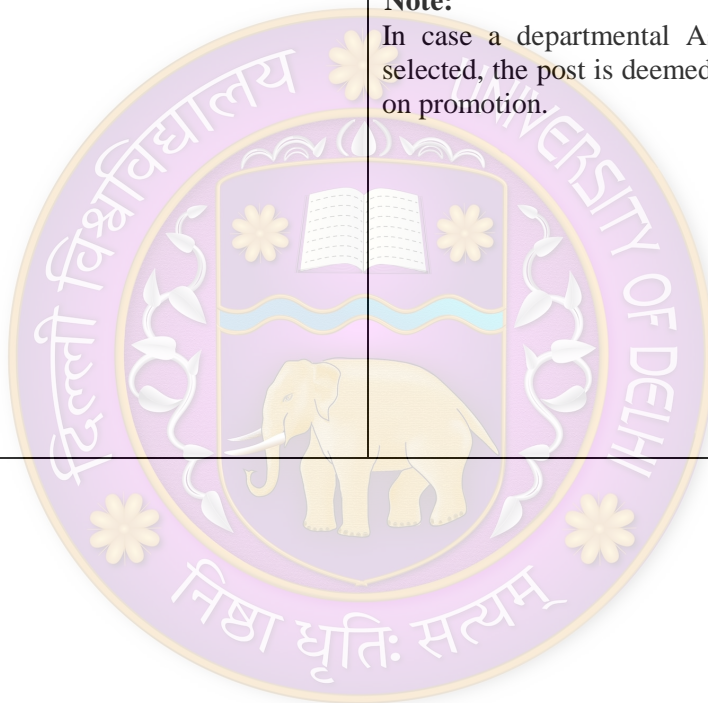
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University of Delhi

1.	Name of Post	Joint Director, Directorate of Hindi Medium Implementation (DHMI)
2.	No. of Posts	03
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	For Direct Recruitment/ Deputation/ Contractual Essential: 1. Education & Knowledge i) A Master Degree in any subject with at least 55% marks or an equivalent grade. ii) Must have passed 12 th or Graduated with Hindi as one of the paper. iii) Adequate knowledge of English & Hindi. 3. At least 08 years of teaching and/or Post-Doctoral Research or Publication and/or Translation work. Or 08 years of experience as Assistant Director(Level 10) or equivalent or higher in similar Government Institutions. Desirable: Experience in a responsible position in one or more of the following fields/areas: 1. Book Promotion, Printing & Publication in promotion of Hindi language for higher education. 2. Research Experience in promotion of Hindi Literature in a University of Higher Learning. 3. Proficiency in translation work from English to Hindi and vetting of standard scientific and technical texts. Note: Preference will be given to candidates who are holding additional Master degree in Hindi.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be	25% by Promotion . 75% by Direct Recruitment. .



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University of Delhi

	filled by various methods.	
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Direct Recruitment: As at S. No. 7.</p> <p>Promotion: From amongst Assistant Director in DHMI who have completed 13 years of service as Assistant Director in DHMI.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p> <p>Note: In case a departmental Assistant Director is selected, the post is deemed to have been filled on promotion.</p>





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University of Delhi

1.	Name of Post	Deputy Registrar/Deputy Finance Officer /Deputy Controller of Examination
2.	No. of Posts	24*
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none">1. A Master's degree with at least 55% marks or an equivalent grade of B in the UGC seven point scale or an equivalent grade.2. At least 09 years of experience as Assistant Professor in a college of a University with experience in educational administration. <p>Or</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Learning.</p> <p>Or</p> <p>At least 05 years administrative experience as Assistant Registrar or in an equivalent post at Level 10.</p> <p>Desirable:</p> <ol style="list-style-type: none">1.Experience in University administration and familiarity with the working of university bodies and institutions.2.Thorough knowledge of service matters or accounts/budget or conduct of examinations.3.MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil/Ph.D qualification.4.The candidates having formal qualification and /or experience in thrust areas in which University intends to attract candidates, i.e. (a) Information Technology (b) Finance and Accounting (c) Internal Quality Assurance Cell (IQAC) and (Research Policies formulation & implementation/ Research Administration & Coordination/ International Collaborations/IPR/Patents are encouraged to apply. <p>Note:</p> <ol style="list-style-type: none">1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/noting skills, conversant with



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		<p>the office procedure and capable to formulate proposals independently.</p> <p>2. Should be able to participate in discussions with senior functionaries and academicians.</p> <p>3. He is expected to handle one or more functions independently related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management /HR/Legal.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>25% by Promotion 75% by Direct Recruitment.</p> <p>Note: Deputy Registrar who has served for 05 years will be placed in the Level 13 and re-designated as Joint Registrar. (The re-designation will depend on policy notified by UGC/MHRD and adopted by the University accordingly from time to time)</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Promotion: From amongst the Assistant Registrars/Assistant Controller of Examinations with 05 years of service in senior scale of Pay Level 11.</p>

(*) Includes two posts meant for SOL, one post each for ACBR and UCMS.



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1.	Name of Post	Radiological Safety Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 12
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Ph.D. or M.Sc./M.Tech., in any relevant discipline, with 01 year diploma in Radiation Safety from an institute duly approved/certified by Atomic Energy Regulatory Board(AERB). 2. At least 05 years experience in relevant field in Group 'A' post in the Pay Level 10 in a Government research institution/organization. <p>Duties and responsibilities:</p> <p>The incumbent shall be responsible to perform the duties of the Radiological Safety Officer as per the Atomic Energy Radiation Protection Rule, 2004 as amended from time to time and any other duty assigned from time to time.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment/Deputation/Short term Contract
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Deputation/Short term Contract:</p> <p>Persons possessing the educational qualification prescribed at S.No. 7 above and working in a similar line in central/State Govt. /Defence Services/Autonomous Body/PSU. etc. in the analogous post or three years of experience in Pay Level 11 or five years of experience in Pay Level 10 on regular basis.</p>



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1.	Name of Post	Senior System Programmer (erstwhile Senior System Programmer/ Senior System Analyst/ Senior System Manager/Senior Programmer)
2.	No. of Posts	09*
3.	Classification	Group A
4.	Scale of Pay	Pay Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential : B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications or M.Sc. (Computer Science) or MCA with 55% marks and with 05 year experience as a Programmer/System Analyst/ System Manager or equivalent at Pay Level 10 and equivalent or above.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 50% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Promotion: From amongst Programmer(s) having an experience of 13 years in the University and meeting essential educational qualification as stated at S.No.7. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.

* Senior System Programmer, FMS-1, DUCC-7, Central Office-1



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1.	Name of Post	Executive Engineer (Civil/Electrical)
2.	No. of Posts	03 (Civil-02/ Electrical-01)
3.	Classification	Group A
4.	Scale of Pay	Pay Level 11
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in Civil/Electrical Engineering from a recognized University, possessing good working knowledge of Electrical/Civil Engineering. 2.a. At least 10 years of experience in R.C.C design, cost estimation and in designing constructing and maintaining buildings, roads and utility services like water supply sanitary gas/electrical installations, LT & HT D.G. sets, substations, air conditioning, lifts and sewage system, etc. 2.b. The above mentioned experience may also include at least 7 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5 years as Assistant Executive Engineer/Assistant Engineer in the pay in Pay Level 7 or equivalent. 3. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. <p>Desirable:</p> <p>Experience in planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>75% By Promotion .</p> <p>25% By Direct Recruitment</p>
10.	In case of recruitment by	Promotion:



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	<p>promotion/ deputation, grades from which promotion/ Deputation to be made.</p>	<p>From amongst the Assistant Engineer and its equivalents with 08 years service on regular basis, having Graduate/Diploma in Civil/Electrical Engineering from a recognized University.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p>
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दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Assistant Registrar/Administrative Officer
2.	No. of Posts	32 [This includes one post of Assistant Registrar (Rajbhasha)]
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential: Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>For the post of Assistant Registrar (Rajbhasha), the Masters' degree should be in Hindi subject with the requisite marks/grade as specified above, with at least 05 years of experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature or 05 years of experience of Teaching, Research, Writing or Journalism in Hindi.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities. 2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification. 3. For the post of Assistant Registrar (Rajbhasha) knowledge of Sanskrit or any other Indian language. <p>NOTE: All the direct recruits should possess working knowledge of computers.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion .</p> <p>50% by Direct Recruitment.</p> <p>Note: Assistant Registrar and equivalent posts shall be eligible for the Higher Pay of Pay Level 11 after 8</p>



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		<p>years of service provided they have participated in two training programs on Education Administration, each, of approximately four weeks duration and their performance appraisal reports are consistently 'very good'. The higher Pay Level 11 shall be restricted in the case of promotion to senior scale of these posts to 50% of total strength of Assistant Registrar or their equivalent grades, as the case may be.</p> <p>BROAD DUTIES AND RESPONSIBILITIES: The incumbent should possess good communication, analytical, administrative and managerial skill and aptitude for drafting/noting in English. Should be able to coordinate /liaise with other divisions/departments and participate in discussion with senior functionaries and academicians to express free and frank opinion on the issues.</p> <p>The incumbent may be required to head independently one or more branches and functions related to Educational Administration/ Examination/General Administration/Purchase/ Establishment & personnel matters /Accounts & Finance/Pension/Project Management/Human Resource/ Legal/Estate matters/Security/Building and Works services/RTI/Public Grievances/ Students Support System and duties of DDO/Estate Officer and similar duties and to ensure compliance of relevant rules.</p> <p>In Colleges/Institutes: The incumbents shall be required to render necessary aid to the Principal of the college for its smooth functioning; to participate in discussion on agenda points/ to provide inputs on rules/facts of the case if so asked for; to be responsible for circulation, care, custody and maintenance of agenda papers and resolutions for a period as specified in retentions schedule.</p> <p>To undertake all duties and responsibilities of Head of the Office and to ensure proper care custody and maintenance of office records, seal, Personal Files, Service Book of employees; to represent the College/Institutes before Courts/ Commissions/ Tribunals, statutory bodies and</p>
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		other constitutional authorities in the interest of the institute; to assist college committees dealing with aforementioned matters, viz Admission Committee, Workload Committee, Purchase Committee, Building Committee, Canteen Committee, Disciplinary Committee, etc.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Eligibility conditions for promotion: Among the Section Officer/Private Secretary/Senior Personal Assistant, having Graduate Degree from a recognized University , with at least 3 years regular service in the cadre.</p> <p>The promotion shall be based on written test and interview as prescribed in the Appendix 4</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p>





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1.	Name of Post	Statistical Officer (Erstwhile post of Statistician, Planning Unit)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential: Good academic record with Master's degree with at least 55% of marks in Statistics or its equivalent grade of B in the UGC seven point scale or equivalent grade.</p> <p>Desirable: 1. Experience in collection, compilation, analyzing and management of statistical data and research work. 2. M.Phil. /Ph.D. in a relevant subject.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/Deputation
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Deputation: Among the Officers of the rank of Senior Statistician/Senior Research Officer or Statistician/Research Officer or equivalent from Indian Statistical Service or University or any other Educational/Research Institution.</p> <p>Note: The vacancy will be notified to the Cadre Controlling Authority, Indian Statistical Service (Ministry of Statistics and Program Implementation) and such other departments/organizations or through due advertisement.</p>



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1.	Name of Post	Assistant Internal Audit Officer
2.	No. of Posts	02
3.	Classification	Group A
4.	Scale of Pay	Pay Level 11 or Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Deputation/Short Term Contract. If appointment on Contract is made, it shall initially be for 01 year, extendable upto 05 years based on requirement of the University.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Deputation/Short Term Contract (a) For the pay scale of Pay Level 11 From amongst the Officers from any of the Organized Account Cadre/Service in the pay scale of Pay Level 11 OR in the pay scale of Pay Level 10 and having minimum 02 years experience in Pay Level 10. (b) For the pay scale of Pay Level 10 From amongst the Officers from any of the Organized Account Cadre/Service in the pay scale of Pay Level 10. OR in the pay scale of Pay Level 09 OR in the pay scale of Pay Level 07/Pay Level 08 having minimum 3 year experience in Pay Level 07/Pay Level 08.



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1.	Name of Post	Assistant Director, Directorate of Hindi Medium Implementation (DHMI)
2.	No. of Posts	03
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>For Direct Recruitment/Deputation/ Contract Essential:</p> <ul style="list-style-type: none">i) A Master Degree in any subject with at least 55% marks or equivalent grade.ii) Must have passed 12th or Graduated with Hindi as one of the paper.iii) Adequate knowledge of English & Hindi.iv) At least three years of teaching and/or research work relating to the field of promotion of Hindi language/high standard translation/book publishing work in Hindi. <p>Desirable:</p> <ul style="list-style-type: none">1. M.Phil or Ph.D in Hindi with published work.2. Experience in Book Promotion, Printing & Publication in promotion of Hindi language for higher education. <p>Note:</p> <p>Preference will be given to candidates who are holding additional Master degree in Hindi.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/Deputation.
10.	In case of recruitment by promotion/deputation, grades from which promotion/Deputation to be made.	<p>Deputation:</p> <p>Among the Persons holding analogous post in a University/Educational Institution/ Government body.</p> <p style="text-align: center;">OR</p> <p>Officers working in the pay scale of Pay Level 08/Pay Level 07 with 03/05 years of regular service.</p>



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1.	Name of Post	Programmer (erstwhile Programmer/System Analyst/ System Programmer)																		
2.	No. of Posts	11*																		
3.	Classification	Group A																		
4.	Scale of Pay	Pay Level 10																		
5.	Whether Selection Post or Non Selection Post	Not Applicable																		
6.	Age limit for direct recruitment	35 years																		
7.	Educational & other qualification required for direct recruitment	Essential: B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/Electronics/ Electrical/ Electronics & Communications or M.Sc. (Computer Science) or MCA, with 03 years of experience in programming and Database management or Network administration or related experience in a research/ Educational institute or commercial/service industry establishment of repute.																		
8.	Period of probation (if, any)	01 year for the Direct Recruits.																		
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 50% by Direct Recruitment.																		
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Promotion: From amongst Senior Technical Assistant(Computers) having an experience of 05 years in the University and meeting essential educational qualification as stated at S.No.7.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p> <p>(*) Distribution of posts are given below</p> <table border="1"> <thead> <tr> <th>Department</th><th>No. of Posts</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td>DUCC</td><td>07</td><td></td></tr> <tr> <td>Examination</td><td>01</td><td>Post of Programmer-cum-Statistician</td></tr> <tr> <td>ACBR</td><td>01</td><td></td></tr> <tr> <td>FMS</td><td>01</td><td></td></tr> <tr> <td>IIC</td><td>01</td><td></td></tr> </tbody> </table>	Department	No. of Posts	Remarks	DUCC	07		Examination	01	Post of Programmer-cum-Statistician	ACBR	01		FMS	01		IIC	01	
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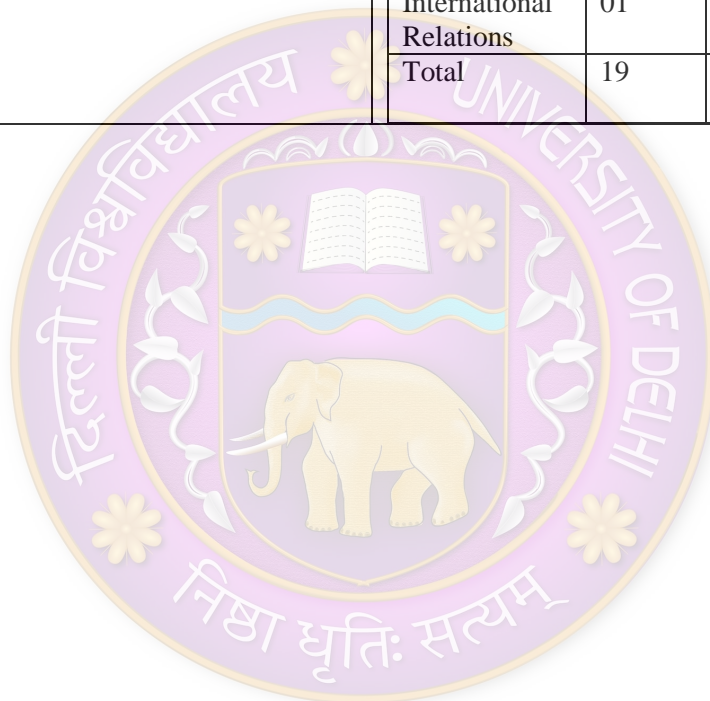
University of Delhi

1.	Name of Post	Technical Officer						
2.	No. of Posts	19*						
3.	Classification	Group A						
4.	Scale of Pay	Pay Level 10						
5.	Whether Selection Post or Non Selection Post	Selection						
6.	Age limit for direct recruitment	35 years						
7.	Educational & other qualification required for direct recruitment	<p>Essential: A Post-Graduate degree/B.E./B.Tech. in relevant field of specialization with three years of experience in Research or Technical/Academic field.</p> <p>Or</p> <p>A Bachelor degree in the relevant subject with 05 years of experience as Senior Technical Assistant or in an equivalent position at Pay Level 6 or higher in laboratory of a University or a College/R&D Institution under State/Central Government.</p>						
8.	Period of probation (if, any)	01 year for the Direct Recruits						
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 50% by Direct Recruitment.						
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>(a) 50% by promotion (i) Amongst the Senior Technical Assistant with at least 05 years of regular service in the cadre in the concerned department and possessing the Bachelor/or any higher qualification in Science Stream.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a University/College.</p> <p>(b) 50% by direct recruitment (i) As per s.No. 7 (iii) The post of Technical Officer is to be filled on the basis of the vacancy and the post advertised for the concerned/specific department.</p> <p>(*) Distribution of posts are given below</p> <table> <tr> <th>Department</th><th>No. of Posts</th><th>Remarks</th></tr> <tr> <td>Physics</td><td>03</td><td>Includes one</td></tr> </table>	Department	No. of Posts	Remarks	Physics	03	Includes one
Department	No. of Posts	Remarks						
Physics	03	Includes one						



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				erstwhile post of Electronics Engineer
		Chemistry	02	
		Geology	01	
		Zoology	02	
		Botany	03	
		Anthropology	01	
		Linguistics	01	
		PMB	04	Includes one post of Scientific Officer of the Department.
		Electronics Science	01	
		International Relations	01	
		Total	19	





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1.	Name of Post	Medical Officer
2.	No. of Posts	19
3.	Classification	Group A, Medical
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential: 1. M.B.B.S. Degree from a recognized University with at least three years of experience after obtaining the degree.</p> <p>Desirable: Post-Graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will be preferred.</p> <p>Note: For the post of Female Medical Officer at least 01 year hospital experience in Obstetrics and Gynaecology ward.</p> <p>The Selection will be based on written examination and personal interview. The Scheme of Examination will be as indicated in Appendix 5 or from the candidates shortlisted by UPSC.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Medical Officer (Dentistry)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. BDS degree from a recognized University. 2. At least three years post qualification experience. Desirable: MDS degree/MBA (Hospital Administration) and / or hospital experience will be preferred.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Medical Officer (Pathology)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: M.D. in Pathology/Microbiology from a recognized University. OR MBBS degree from recognized university and Diploma in Pathology with two years relevant experience. Desirable: MBA (Hospital Administration) and / or hospital experience will be preferred.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment/Short term Contract/ Part time basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Medical Officer (Radiology)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: M.D. in Radiology from a recognized University. OR MBBS degree from recognized university and DMRD (Diploma in Medical Radio Diagnosis) with two years relevant experience. Desirable: MBA (Hospital Administration) and / or hospital experience will be preferred.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment/Short term Contract/ Part time basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



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1.	Name of Post	Veterinarian
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: B.V.Sc. with 01 year of experience in care and handling of Laboratory Animals. Desirable: Experience in management of animal house of any recognized Institute.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment/Short term Contract/ Part time basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/Deputation to be made.	Not Applicable



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1.	Name of Post	Manager (International Guest House) (erstwhile post of Placement Officer converted)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>Direct Recruitment/Contract: A master degree in Hospitality Administration from a recognized University with at least three years of experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management, in a reputed Institution/Hotel/University Guest House.</p> <p style="text-align: center;">Or</p> <p>A B. Sc. Degree or equivalent in Hotel Management or Catering from a recognized University with at least five years of experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management in a reputed Institution/Hotel/University Guest House.</p> <p style="text-align: center;">Or</p> <p>A graduate degree from a recognized University and a Diploma in Hotel Management or Catering from an Institution recognized by the Government with six years of experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management in a reputed Institution/Hotel/University Guest House.</p> <p style="text-align: center;">Or</p> <p>A Higher Secondary or Intermediate or an equivalent certificate from CBSE, a State Board or an equivalent body, and a Diploma in Hotel Management in catering from an Institution recognized by the Government with at least fifteen years of experience in a supervisory capacity in catering, accommodation operations, and/or food & beverage management of which at least twelve years in a supervisory capacity in a reputed Institution/Hotel/University Guest House.</p>



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8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/deputation/ Short term Short term Contract.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable





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1.	Name of Post	Section Officer
2.	No. of Posts	117
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: Graduate from a recognized University. Desirable: 1. Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline. 2. Experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.
8.	Period of probation (if, any)	01 year for the Direct Recruits and promotees.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 50% by Limited Departmental Examination.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Amongst the Senior Assistants working in the pay scale of Pay Level 06 with minimum period of 05 years regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Limited Departmental Examinations: Amongst the Senior Assistants working in the Pay Level 06 with minimum period of 03 years regular service in the cadre or Personal Assistants in the Pay Level 06 with minimum period of 03 years regular service in the cadre.



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1.	Name of Post	Senior Personal Assistant
2.	No. of Posts	13
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor Degree from a recognized University. 2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government. 3. Skill test norms <ol style="list-style-type: none"> (a) Dictation: 10 minutes at an average speed of 100 w.p.m. (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application/Science. 2. Diploma in Office Management and Secretarial practice. 3. Knowledge of service rules applicable for Central Government establishments. <p>Note:</p> <ol style="list-style-type: none"> 1.The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized. 2.The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so



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		<p>entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.</p> <p>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>75% by Promotion .</p> <p>25% by Limited Departmental Examination</p> <p>In case of Colleges where there is no feeder cadre, 100% by Direct Recruitment</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Personal Assistants with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p> <p>Limited Departmental Examination (LDE): Amongst the Personal Assistants with 03 years of regular service in the cadre</p>



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1.	Name of Post	Private Secretary
2.	No. of Posts	04
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 Years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none">1. A Bachelor Degree from a recognized University.2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.3. Skill test norms<ol style="list-style-type: none">(a) Dictation: 10 minutes at an average speed of 100 w.p.m.(b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.(c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. <p>Desirable:</p> <ol style="list-style-type: none">1. Degree/Diploma in Computer Application/Science.2. Diploma in Office Management and Secretarial practice.3. Knowledge of service rules applicable for Central Government establishments. <p>Note:</p> <ol style="list-style-type: none">1. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.2. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote to the work in which the officer has



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		<p>specialized. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with the boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.</p> <p>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p>
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Senior Personal Assistants with 03 years of regular service in the cadre and on the basis of quality of ACRs/APARs.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p> <p>Deputation: Officers working in analogous post in the pay scale of Pay Level 06 or equivalent service. Or Personal Assistant or Stenographers working in the core pay scale of Pay Level 06 or equivalent with at least 05 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>Note: The selection for deputation will be made on the basis of biodata of the candidate & quality of ACRs/APAR and interview, if required.</p>



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1.	Name of Post	Hindi Officer
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <p>1. Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree Pay Level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level.</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level.</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>2. At least 05 years of experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.</p> <p>OR</p> <p>05 years of experience of Teaching, Research, Writing or Journalism in Hindi.</p> <p>Desirable:</p> <p>i) Knowledge of Sanskrit and/or a Modern Indian Language.</p> <p>ii) Administrative experience.</p> <p>iii) Experience of organizing Hindi classes or workshop for noting and drafting.</p>



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		Duties: To look after the administrative & Hindi Stream and other allotted duties.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable





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1.	Name of Post	Assistant Engineer (Civil , Electrical & Mechanical)
2.	No. of Posts	08 (Civil-04 /Electrical-03/Mechanical-01)
3.	Classification	Group B, Technical
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. A Degree/Diploma in Civil/ Electrical/Mech. Engineering from a recognized University/ Institution. 2. At least two years of experience in a government body/commercial establishment of repute as a Junior Engineer or in a similar capacity. Note: <ol style="list-style-type: none"> 1. Candidates applying for the post of AE (Civil) should be able to design R.C.C work efficiently. 2. Candidates applying for the post of AE (Electrical/Mechanical) should be able to design electrical installations work efficiently and working knowledge of LT & HT D.G. Sets, substations, air conditioning, Lifts, Indian Electricity Rules .
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 25% Limited Departmental Examination 25% by Direct recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Among the Junior Engineers (Civil/ Electrical) Degree/Diploma holder with at least 05 years of regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Limited Departmental Examination: Among the Junior Engineers (Civil/ Electrical) Degree/Diploma holder with at least 03 years of regular service in the cadre.



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University of Delhi

1.	Name of Post	Security Officer
2.	No. of Posts	03
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 15 years of experience in Police/Para-Military Forces/ Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should able to make written and spoken conversation/communication in English/Hindi.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Promotion . 75% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Among the Assistant Security Officers with at least 05 years of regular service in the cadre.



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Field Worker
2.	No. of Posts	02 (one each at Department of Education and Department of Social Work)
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Master Degree in Social Work or Master Degree in Social Sciences. 2. B.Ed. or Bachelor of Elementary Education Desirable : a) Experience in working with children. b) Experience in working with the community. c) Working knowledge in using computers. d) Experience in report writing in English (preferably also in Hindi).
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Yoga Organizer
2.	No. of Posts	01
3.	Classification	Group B, Ex – Cadre
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: A Graduate or Post Graduate degree in Yoga from a recognized University. OR A Graduate or Post Graduate from a recognized University with at least two years of experience as Yoga teacher/ instructor in a Government Institution or Institute of repute. Desirable: 1. Proficiency to organize Yoga classes through communication in English & Hindi medium. 2. A recognized qualification in Naturopathy.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable



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1.	Name of Post	Staff Nurse (Erstwhile Nurse)
2.	No. of Posts	08
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: (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.
8.	Period of probation (if, any)	01 year for the Direct Recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



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1.	Name of Post	Personal Assistant
2.	No. of Posts	45
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. A Graduate from recognized University. 2. Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English Or 80 words per minute and typing speed of 40 words per minute in Hindi. Desirable: <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application /Science. 2. Diploma in Office Management and Secretarial Practice.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by promotion . 25% by Limited Departmental Examination
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Amongst the Stenographers (Hindi or English) working in the pay scale of Pay Level 04 with minimum period of 05 years regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Limited Departmental Examination Amongst the Stenographers (Hindi or English) working in the pay scale of Pay Level 04 with minimum period of 03 years regular service in the cadre.



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1.	Name of Post	Hindi Translator
2.	No. of Posts	02
3.	Classification	Group B, Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Master degree of a recognized University in Hindi with English as an elective subject at the degree level OR Master degree of a recognized University in English with Hindi as an elective subject at the degree level. 2. 02 years of experience in the field of terminological work in Hindi and/or translation from English to Hindi and vice-versa preferably of technical or scientific literature in a Central/State Govt./Public sector/reputed publication house or writing or journalism in Hindi. Desirable: i) Knowledge of Sanskrit and/or any Modern Indian Language. ii) Experience of organizing Hindi Classes or workshops for noting and drafting. iii) Administrative experience.
8.	Period of probation (if, any)	01 year for Direct Recruit.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



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1.	Name of Post	Senior Assistant
2.	No. of Posts	182+1(erstwhile University Cashier)
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers. Note: 1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations. 2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time. 3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion . 25% by Limited Departmental Examination. 25% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Amongst the Assistants working in the pay scale of Pay Level 04 with minimum period of 05 years regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.



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		<p>Limited Departmental Examination:</p> <p>Amongst the Assistants, Hindi Assistant, Assistant Archivist or other incumbents of ex-cadre posts working in the Pay Level 05/Pay Level 04 with minimum period of 03 years regular service in the cadre.</p>
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1.	Name of Post	Legal Assistant
2.	No. of Posts	02
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	<p>For Direct Recruitment/Deputation/ Short term Contract basis:</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Degree in Law (Professional) from a recognized University. 2. At least 3 years of experience in handling court cases in a government/semi government organization and/or practice before High Court or Lower Court in Civil/Labour matters. 3. Professional who have worked in Central Universities/Autonomous Bodies with two to three years of experience will be given preference. 4. Hands on experience in computers. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree. 2. Diploma in IPR or Labour Laws. 3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees. <p>Duties:</p> <p>The person so selected is required to assist the Assistant Registrar/ Deputy Registrar (Legal) in his day to day duties in the Legal Branch.</p> <p>The person is expected to attend all kind of legal matters, writ petitions, preparation of para-wise comments on the writ petitions/draft replies, drafting of contract agreements/MOUs with various bodies on academic matters, liaison with Standing Counsel/Panel Advocates before the High Court of Delhi and Lower Courts.</p>



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		Note: The persons so appointed will not be allowed to do private practice.
8.	Period of probation (if, any)	01 year for the Direct Recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment/ Deputation/Short term contract
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<u>Deputation:</u> Officers having experience of working in a government and semi government bodies and working on regular basis in the pay scale of Pay Level 05/Pay Level 04 or equivalent post with at least 5/3 years of regular service and having the educational qualification and experience prescribed at S.No.7 above. <u>Short term Contract</u> As per S.No.7



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1.	Name of Post	Professional Assistant
2.	No. of Posts	62
3.	Classification	Group B, Non Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. M. Lib.Sc./M.L.I. Sc. or equivalent OR Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc. 2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. To perform under the overall supervision of the In-charge of the cell/unit/section and assisting them in routine work; 2. Membership and Circulation Work: Performing, supervision and of staff; Issuing the No Dues/Clearance Certificates; 3. Acquisition Work: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L./D.L./Librarian; maintenance of records and correspondence; Receiving books on approval and on confirmed order and bills and checking with purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc. 4. Periodical work: Soliciting suggestions for renewal and inviting/receiving for subscription of periodicals and their processing ' Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic



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		<p>databases' placing orders for subscription of periodicals and electronic databases; maintaining and controlling the budgetary allocations; issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals</p> <p>5. Technical Processing work: Classification cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; database maintenance and rectification;</p> <p>6. Maintenance of statistics of various nature; report generation both manual as well computerized;</p> <p>7. Reference and Referral Work: Attending the Reference queries both and providing information services both from print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/information literacy and competency programs; Inter-library loan services and maintenance of records; upkeep and development of reference collection;</p> <p>8. Providing in Internet Access service, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals;</p> <p>9. Performing Opening and Closing work;</p> <p>10. Secretarial Work: Maintenance of files, records registers, stationery items, consumables required in the cell/unit/section</p> <p>11. Stock verification of books, periodicals and other document and permanent store items</p> <p>12. Maintenance of legal documents</p> <p>13. Maintenance of the Library Buildings</p> <p>14. Attending morning, evening and holiday duties as supervisors of shift.</p> <p>15. Any other job assigned from time to time</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by	50% by Promotion 25% by Limited Departmental Examination



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	promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Semi Professional Assistants working in the University with at least 05 years regular service in the grade and possessing the following:</p> <ol style="list-style-type: none"> 1. Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect) <p>Attended at least two computer training program each of one weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program</p> <p>Limited Departmental Examination: Amongst the Semi Professional Assistants working in the University with at least 03 years regular service in the grade and possessing the following:</p> <ol style="list-style-type: none"> Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect) <p>Attended at least two computer training program each of one weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program.</p>



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1.	Name of Post	Junior Engineer (Civil & Electrical)
2.	No. of Posts	21 (13+ 8) 01 post of erstwhile Draftsman Grade I rationalized here.
3.	Classification	Group B, Technical
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Degree/Diploma in Civil /Electrical Engineering of a recognized University/Institute. 2. At least two years of experience as Junior Engineer or Works Assistant/Electrician in a University/Research Institution/PSU engaged in construction activities/private organization of repute. Desirable: Degree in Relevant Branch of Engineering.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Promotion . 75% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Among the Works Assistants (Civil/Electrical)/ Electrician with at least 5 years of regular service in the University and having relevant academic qualification as stated at S. No. 7 above . The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.



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1.	Name of Post	Senior Technical Assistant
2.	No. of Posts	68+10 (sanctioned under OBC expansion grant) = 78*
3.	Classification	Group B Technical
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <p>A Postgraduate degree/B.E./B.Tech in the relevant subject.</p> <p>OR</p> <p>A Bachelor degree in the relevant subject with 02 years of experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a College/R&D Institution under State/Central Government.</p> <p>OR</p> <p>03 year Diploma in relevant subject with 05 years of experience in laboratory of a University or a College/R&D Institution under State/Central Government.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion</p> <p>25% by Limited Department Examination.</p> <p>25% by Direct Recruitment</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>(a) <u>50% by Promotion.</u></p> <p>Amongst the Technical Assistants with at least five years regular service in the cadre in the concerned Department.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p> <p>(b) <u>25% by Limited Departmental Examination.</u></p> <p>(i) Amongst the Technical Assistant with at least three years of regular service in the concerned Department.</p>



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		<p>25% by Direct Recruitment. The post of Senior Technical Assistant is to be filled on the basis of the vacancy and the post advertised for the concerned/ specified department.</p>
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(*) Distribution of posts are given below:		
Department	No. of Posts	Remarks
Physics	13	This includes erstwhile one post of STA (Photographer-cum-Artist), (Workshop Technician), (LSR), Network System Operator, STA (Telescope), Technician (LHP) 5 posts
Botany	08	This includes erstwhile one post each of STA(Photographer), STA (Herbarium)/ STA (Technician) /STA (Artist)
Chemistry	10	This includes one post of STA (NMR)
Zoology	13	This includes erstwhile one post each of STA(Radio Immunoassay), STA (GLC Counter), STA Photographer cum Artist and STA (GC Mass)
Geology	03	STA (Scintillation)/STA (SEM) and STA (Photographer cum Artist)
PMB	01	
Electronic Science	03	This includes erstwhile one post each of Workshop Technician
Graphic Arts Centre	01	
East Asian Studies	01	
Psychology	03	Includes one Technician
Linguistics	01	
USIC	08	This includes erstwhile 3 posts of STA (Elect), 2 posts of STA (Instrumentation) one post each of STA (Glass Blowing), (Workshop Technician) and (Electronic)
CPDHE	01	
Anthropology	02	STA (Photographer- cum-Artist)
Education	02	Workshop Instructor
ACBR	01	
Environmental Science	01	
Operational Research	01	
Journalism	01	
Microbiology	01	
Genetics	01	



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Adult Continuing Education & Extension	01	
Social Work	01	
Total	78	





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1.	Name of Post	Senior Technical Assistant (Computer)
2.	No. of Posts	14*
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Non – Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Electronics/ Electrical/ Electronics & Communications OR M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion 50% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Promotion: Amongst the Technical Assistant (Computers) working in the University with at least 05 years of service. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Direct Recruitment : As at S. No. 07

*DUCC-08, Department of Computer Science-01, SOUTH CAMPUS-02, VC Office-01, Planning Unit-01 and 01 post of Console Operator of Finance Branch.



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Senior Technical Assistant (German)
2.	No. of Posts	01
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's Degree with Advance Diploma in concerned field, if the Bachelor degree is not in the relevant field. 2. Well experienced in handling Audio Visual aids. 3. Good Knowledge of typing in language concerned.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Senior Technical Assistant (French)
2.	No. of Posts	01
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's Degree with Advance Diploma in concerned field, if the Bachelor degree is not in the relevant field. 2. Well experienced in handling Audio Visual aids. 3. Good Knowledge of typing in language concerned.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Senior Technical Assistant (Russian)
2.	No. of Posts	02
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's Degree with Advance Diploma in concerned field, if the Bachelor degree is not in the relevant field. 2. Well experienced in handling Audio Visual aids. 3. Good Knowledge of typing in language concerned.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Physiotherapist
2.	No. of Posts	04
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential: Bachelor of Physiotherapy (BPT) from a recognized institution. Or Diploma in Physiotherapy (DPT) from a recognized Board/Institute with 02 years of experience in relevant field.</p> <p>Desirable: Two years of experience in a similar capacity in a General Hospital.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Assistant Security Officer
2.	No. of Posts	04
3.	Classification	Group B Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none">1. A Graduate or an equivalent qualification from a recognized University.2. At least 10 years of experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Sub-Inspector (exe)/Naib Subedar or an equivalent position with exemplary service.3. Holding a Valid Driving License to ride Jeep/Motor Cycle. <p>Desirable:</p> <ol style="list-style-type: none">1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force or any other Govt. Institution.2. Should able to make written and spoken conversation/communication in English/Hindi.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	As above at S. No. 7



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Assistant Manager, Guest House
2.	No. of Posts	01
3.	Classification	Group B, Non Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential: B.Sc. in Hotel Management or Hospitality Administration from a recognized University with at least 03 years of experience in a supervisory capacity in catering, accommodation operations, and/ or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.</p> <p style="text-align: center;">Or</p> <p>A degree from a recognized University with a Diploma in Hotel Management or Catering Technology from an Institution recognized by the Government with at least 6 years in a supervisory capacity in catering, accommodation operations, and/or food & beverage management, in a reputed Hotel/Guest House of commercial or educational establishment.</p> <p>Desirable: Preference will be given to persons served as JCOs in the catering core of the Armed Forces of the Union. Age relaxation will be allowed as per the extant guidelines of Government of India.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Horticulturist
2.	No. of Posts	02
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. B.Sc. in Agriculture/ Horticulture. 2. At least 03 years of experience as Horticulturist or an equivalent position preferably in an Government Establishment e.g.: bodies like MCD, NDMC, DDA, PWD etc., Educational Institute or commercial establishment of repute. Desirable: Experience in landscaping
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment /Short term contract
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Short terms contract: As per S.No. 7



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Social Worker (Department of Social Work)
2.	No. of Posts	03
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: Post Graduate Degree in Social work from a recognized University. Desirable: 1. At least 02 years of experience in Social Work practice 2. Proficiency in English and Hindi. 3. Certificate or Diploma course in communication.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	As above at S. No. 7



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	X-Ray Technician
2.	No. of Posts	02
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Pay Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: Graduate with Diploma in Radiography with 02 years of experience as Radiographer in General Hospitals.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Hindi Assistant
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: (i) B.A. (H) Hindi or B.A. with Hindi as a subject or M.A. Hindi. (ii) At least 02 years of experience in translation work from English to Hindi vice-versa in government department/body/reputed commercial establishment. Desirable: i) Experience in noting and drafting in official communication in Hindi. ii) Administrative experience.
8.	Period of probation (if, any)	01 year for Direct Recruit.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Sports Coach
2.	No. of Posts	05 (01+04*)
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. Bachelors/Master's degree in Physical education. 2. A Diploma in Coaching from NIS, Patiala or an equivalent qualification from a recognized University/ Institution. Desirable: <ol style="list-style-type: none"> 1. Competence in Coaching in at least any 02 games at National/ International standing in sports. 2. 02 years coaching experience.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	01 Post to be filled by Direct Recruitment. *04 posts to be filled on Contract basis
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Contract Basis: As per S. No. 7



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Technical Assistant
2.	No. of Posts	81+20 posts (sanctioned under OBC expansion grant) +05(Posts of Instrument Mechanic merged as TA) =106 *
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field. Or Post Graduate degree in relevant subject or B.E/B.Tech. in relevant subject. Or Three year Diploma in relevant subject from Government recognized institute having 04 (four) years of work experience in Laboratory related work.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 25% by Limited Department Examination 25% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	(a) <u>50% by Promotion:</u> Amongst the Laboratory Assistant with at least five years regular service in the cadre in the concerned department. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. (b) <u>25% by Limited Departmental Test:</u> (i) Amongst the Laboratory Assistant with at least three years of regular service in the cadre in the concerned department. (c) <u>25% by Direct Recruitment :</u> as defined in S.No. 07 above



दिल्ली विश्वविद्यालय

University of Delhi

(*) Distribution of posts is given below:

Department	No. of posts	Remarks
Physics	09+05	Includes erstwhile post of Instrument Mechanic (Workshop mechanic in colleges)
Botany	12	Includes erstwhile one post of TA (Museum)
Chemistry	06	
Zoology	14	
Geology	04	Includes erstwhile one post of TA (Museum)
PMB	02	
Electronic Science	04	
Graphic Arts Centre	01	
Fac. Of Inter Disciplinary & Applied Sc.	03	
Health Centre	04	
Music	01	
East Asian Studies	01	
Adult Education	03	
Fac. Of Mgt. Studies	01	
Linguistics	02	
Geography	02	Erstwhile TA (Cartographer)
USIC	06	
Computer Science	01	
CEMEDE	02	
ACBR	06	
Anthropology	04	Includes erstwhile one post of TA (Museum)
History	02	Erstwhile one post of TA (Museum)
Psychology	01	
Environmental Science	01	
Mathematics	01	
Statistics	01	
Hindi	01	
Journalism	01	
Bio-Chemistry	01	
Bio-Physics	01	
Microbiology	01	
Genetics	01	
Pol. Science	01	
Total	106	



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Technical Assistant (Computers)
2.	No. of Posts	41
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential: Graduate or Post Graduate in Computer Science/Computer Engineering/ Computer Technology/ Information Technology/ Computer Applications/Electronics/ Electrical/ Electronics & Communications.</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

Department (Distribution)	No. of posts	Remarks
PMB	02	
DUCC	12	
Fac. of Interdisciplinary & Applied Sciences (SDC)	07	
Computer Science	02	
Fac. of Management Studies	02	
Education	02	
Geography	01	
D.S.E.	01	
C.O.	12	Includes one post of Alpha Operator-cum-Machine of Graphic Arts Centre
Total	41	



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Assistant Archivist
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.A (Hons.) in History or an equivalent qualification. 2. At least two years of experience in Archives and/or Records management in a government department/body. <p>Desirable:</p> <ol style="list-style-type: none"> 1. One year Diploma course in Archives and Records Management conducted by National Archives of India. <p>Note:</p> <ol style="list-style-type: none"> 1. The person so selected has to undergo a short term course in Care and Conservation of Books, Manuscripts and Archives or Servicing and Repair of Records from National Archives of India, Government of India.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Technical Assistant (Music)
2.	No. of Posts	01
3.	Classification	Group C, Non-Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	40 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. B.A./B.Sc./B.Com. from a recognized university of India. 2. Knowledge of musical instruments and experience in handling and maintaining musical instruments. Ability to change and tune the strings and do minor repairs and alignments. 3. Knowledge of electronic equipment's & experience in handling and maintaining them. 4. Knowledge of handling the P.A. system and recording 5. Ability to play Tanpura. 6. Ability to handle computer hardware, such as changing cartridges and connecting parts. 7. Ability to handle correspondence relevant to the job, such as scanning and copying documents. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Hindustani Music and Karnataka music 2. Two years of work experience in relevant field in University/college/recognized institution/A.I.R./Doordarshan.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment/Short term Contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Pharmacist
2.	No. of Posts	18
3.	Classification	Group C, Non-Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Bachelor's Degree in Pharmacy from a recognized institution OR 10+2 plus 02 years Diploma in Pharmacy 2. Should be registered with State Pharmacy Council.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Semi Professional Assistant
2.	No. of Posts	69
3.	Classification	Group B, Non Ministerial
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 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.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by promotion. 25% by Limited Departmental Examination 25% by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	For Promotion: Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least five years regular service in the grade and possessing the following: <ol style="list-style-type: none"> 1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification with B. Lib. Sc./B.L.I. Sc. 2. Successfully attended two computers training program of one week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/registered institution. For Limited Departmental Examination: Amongst the Junior Library & Information Assistants (JLIA) now designated as Library Assistant with at least three years regular service in the grade and possessing the following: <ol style="list-style-type: none"> 1. Graduate in Arts/Science/Commerce or any



दिल्ली विश्वविद्यालय

University of Delhi

		<p>other discipline OR any other higher qualification with B. Lib. Sc./B.L.I. Sc.</p> <p>2. Successfully attended two computers training program of one week duration each as Junior Library conducted by DULS or training of comparable duration from recognized/registered institution.</p> <p>Note: The requirement of 05 years for promotion/03 years for LDE may be relaxed if the incumbent Library Assistant has a total of 10 years of experience, including experience in lower grade at Pay Level 1 or above.</p>
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दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Supervisor (Monitor)
2.	No. of Posts	01
3.	Classification	Group B, Non-Ministerial
4.	Scale of Pay	Pay Level 05
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<u>Promotion</u> From amongst the Telephone Operators having 10 years of service.





दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Assistant
2.	No. of Posts	320
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: A Graduate from a recognized University in any discipline with good working knowledge of computers
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 25% by Limited Departmental Examination 25% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion: Amongst the Junior Assistants/Caretaker working in the pay scale of Pay Level 02 with minimum period of 05 years regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Limited Departmental Examination: Amongst the Junior Assistants/Caretaker working in the pay scale of Pay Level 02 with minimum period of 03 years regular service in the cadre.



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Assistant (Stores) (Erstwhile post of Store Keeper and Assistant (Stores) in Engineering Department)
2.	No. of Posts	02
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Graduate from a recognized University in any discipline with good working knowledge of Material Management. 2. A Diploma in Materials Management Or At least 03 years of experience in a similar capacity in government department/ body/ reputed commercial establishment.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 50% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Among the Junior Assistant (Stores) working in the pay scale of Pay Level 02 with at least 05 years regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Stenographer
2.	No. of Posts	77
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1) Passed Sr. Secondary School (10+2) Examination or its equivalent examination. 2) Shorthand speed of 80 words per minute and typing speed of 35 words per minute in English Or Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi. Desirable: 1. Knowledge of Computers. 2. Diploma in Computers and/or Office Management and Secretarial Practice. Note: 1. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period. 2. Based on the requirement of posts, the University shall conduct its own recruitment test or alternatively seek nomination from the Staff Selection Commission for each recruitment year. In case the University seeks nomination from SSC, the same qualification for similar posts prescribed by the Govt. of India shall apply.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Electrician (01 post of Senior Mechanic Computer Centre and 02 post of Head Electrician, now re-designated as Electrician)
2.	No. of Posts	06+01+02=09*
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: Diploma/ITI in a relevant trade from a recognized Institution with a Certified Electrician License issued by competent authority. Desirable: 1. 01 year work experience.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 50% by Direct Recruitment. Note: Promotion: From among employees having 05/10 years of experience in lower grade with Pay Level 03/Pay Level 02 in related field, respectively. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable

*Arts Faculty -01, Law Centre I - 01, Botany - 01, Delhi School of Economics – 01, Central Office - 01, Computer Centre - 01, Engineering Dept. - 03



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Sanitary Inspector
2.	No. of Posts	01
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. Senior Secondary School Pass Certificate or equivalent examination from a recognized Board/University. 2. Possessing the Diploma/Certificate course for Sanitary Inspector from a government recognized institute. 3. At least 3 years supervisory experience in sanitation in a local body after obtaining Sanitary Inspector's qualification.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment/Short Term Contract.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Short term Contract: As at S. No. 7



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Senior Garden Supervisor (Erstwhile Senior Garden Chowdhary)
2.	No. of Posts	02
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Secondary School Examination Certificate from a recognized Board/Institution. 2. At least 10 years of experience as Garden Chowdhary or an equivalent post in a University/Research Institution/ Gardens maintained by Civic bodies.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Among the Garden Supervisor with at least 5 years of experience in the grade. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Tabla Accompanists
2.	No. of Posts	15
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Proficiency in the art of Tabla/Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music. 2. Degree in Tabla/Pakhawaj OR Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years Desirable: 1. Knowledge of other percussion instruments like Dholak, Naal etc. 2. Knowledge of Hindustani Music, both Vocal and Instrumental. 3. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 4. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment/Short term contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Pakhawaj Player
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Proficiency in the art of Pakhawaj/Tabla playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music. 2. Degree in Pakhawaj/Tabla OR Diploma/10+2 examination of any Indian Board and should have undergone training in Pakhawaj/Tabla under an established Guru, for a period of not less than 6 years Desirable: 1. Good repertoire of traditional compositions. 2. Knowledge of Hindustani Music, both Vocal and Instrumental 3. At least two years of work experience in a University/College/recognized institution/ A.I.R./Doordarshan. 4. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment/Short term contract..
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Sarangi Accompanist
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Sarangi playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra Gayaki) and Percussion music. 2. Degree in Sarangi <p>OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Sarangi under an established Guru, for a period of not less than 6 years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Hindustani Music, both Vocal and Percussion 2. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 3. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment/Short term Contract
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Violin Accompanist
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> Proficiency in the art of Violin playing with special reference to the accompaniment aspect. Degree in Violin OR <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Violin under an established Guru, for a period of not less than 6 years.</p> Desirable: <ol style="list-style-type: none"> Good repertoire of traditional compositions. Proficiency in Manodharma Sangita. Knowledge of Karnataka music, both Vocal and Percussion. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/Short term contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Mridangam Accompanist
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable.
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Proficiency in the art of Mridangam playing with special reference to the accompaniment aspect. 2. Degree in Mridangam <p>OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Mridangam under an established Guru, for a period of not less than 6 years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of other Percussion instruments like Kanjira and Ghatam. 2. Knowledge of Karnatak music, both Vocal and Instrumental. 3. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 4. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment/Short term Contact
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Harmonium Accompanists
2.	No. of Posts	01
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable.
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Proficiency in the art of Harmonium playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra gayakis) and Percussion music. 2. Degree in Harmonium OR Diploma/10+2 examination of any Indian Board and should have undergone training in Harmonium under an established Guru, for a period of not less than 6 years. Desirable: 1. Knowledge of Hindustani Music, both Vocal and Percussion. 2. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 3. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for Direct Recruit
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment/Short term contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Tanpura Accompanist
2.	No. of Posts	04
3.	Classification	Group C, Non-Ministerial, Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. Proficiency in the art of Tanpura playing. 2. Ability to tune and change the strings of Tanpura/Sitar/Veena. 3. Degree in Hindustani Music. Desirable: <ol style="list-style-type: none"> 1. Knowledge of Hindustani Music both Vocal and Instrumental. 2. At least 2 years of work experience in a university/College/Recognised Institution/A.I.R./Doordarshan. 3. A.I.R. grade will be given preference.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment/Short term Contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	House Keeper
2.	No. of Posts	12 (These posts exist in the hostels) (4-Rajeev Gandhi Hostel for Girls, 4-Undergraduate Hostel for Girls, 1-Ambedkar Ganguli Hostel, 1-Geetanjali Hostel, 1 Meghdoot Hostel, 1-University Hostel for Women)
3.	Classification	Group C, Non-Ministerial-Ex-Cadre
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. Graduation from a recognized university 2. Working knowledge of computer 3. Two years of experience in similar field/area (a certificate to this effect as proof of the same may be submitted) Desirable: <ol style="list-style-type: none"> 1. A diploma or certificate of minimum 6 months in House Keeping/Home Science or any other relevant subject from a reputed institute. 2. Knowledge of Book keeping to maintain: <ol style="list-style-type: none"> a) Stock Register b) Assets Register c) Mess Rebate 3. Maintenance of Registers: <ol style="list-style-type: none"> a) Attendance register of students b) Leave Register c) Handling of Female Attendants and Safai Karamcharies
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Laboratory Assistant
2.	No. of Posts	92+20 posts (Sanctioned under OBC expansion grant)=112*
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject OR Graduate with relevant subject.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by Promotion. 25% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	(a) 75% by promotion. Amongst the existing Laboratory Attendant with at least five years regular service in the cadre in the Department concerned. The candidate being considered should have undergone 02 trainings of one week conducted in the relevant discipline by the college/University. (b) 25% by Direct Recruitment As stated above at S. No. 07

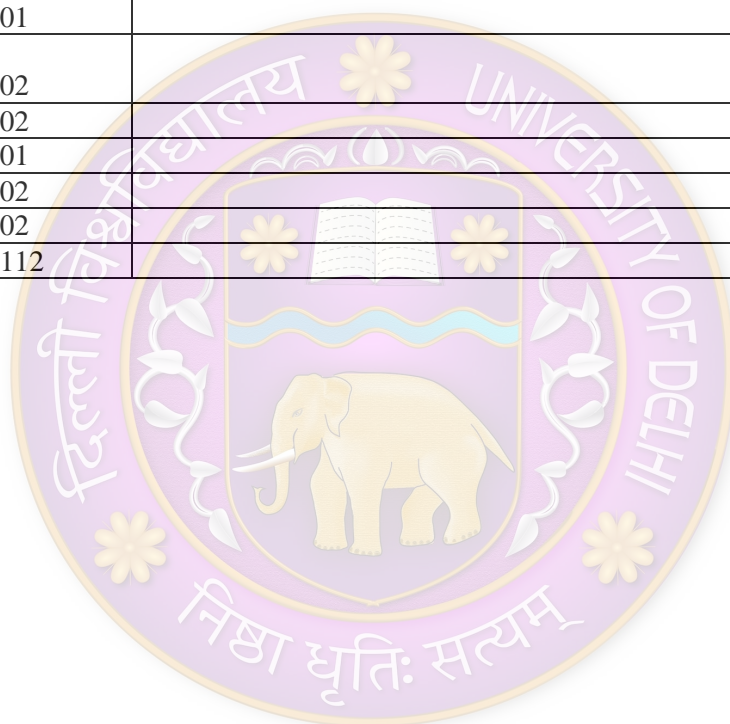
(*) Distribution of posts are given below:

Department	No. of Posts	Remarks
Physics	22	
Botany	13	
Chemistry	23	
Zoology	14	
Geology	06	This includes erstwhile 2 posts of Sr. Lab. Assistant (Section Cutter)
O.R.	02	
Psychology	03	
Geography	01	
Mathematical	02	



दिल्ली विश्वविद्यालय
University of Delhi

Computer Science	01	
Anthropology	09	
Education	02	
Health Centre	01	
A.C.B.R.	01	
Environmental Science	01	
CIC	01	
Plant Molecular Biology	01	
Electronic Science	02	
Bio-Chemistry	02	
Bio-Physics	01	
Microbiology	02	
Genetics	02	
Total	112	





दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Salesman, DHMI
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. A Graduate from a recognized University in any discipline with working knowledge of computers, good communication and account keeping skills. 2. Minimum 01 year of experience in the field of Marketing/Sales.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Works Assistant
2.	No. of Posts	08
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Should have passed 10 th class with ITI in relevant trade from a recognized institute. Desirable: 1. Diploma in Civil/Electrical Engineering. 2. Ability to read and interpret designs, drawings, maps and plans.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 50% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion: From among employees having 05/10 years of experience in lower grade with Pay in Pay Level 2/ Pay Level 1 respectively. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Library Assistant
2.	No. of Posts	22
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 03
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions. 2. Certificate in Library Science/Library and Information Science from a recognized institution; 3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized/registered Institution. <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. Secretarial Jobs: Performing the administrative jobs in respective units, like secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administrations, Finance etc. 2. Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media. 3. Shelf rectification: Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the Library.



दिल्ली विश्वविद्यालय
University of Delhi

		<ol style="list-style-type: none">4. Performing the Data Entry Operation;5. Assist user in searching books and periodicals (both loose and bound volumes), and documents in other media and finding/tracing of misplaced books and periodicals (both loose and bound volumes).6. Library services for users with special needs;7. Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding;8. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.9. Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for circulation;10. Performing the Scanning work and attending to e-mails;11. Printing of bar code labels and magnetic ships etc.12. Covering and removing the dust covers from the computers while closing and opening the Library Unit, section respectively.13. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online
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दिल्ली विश्वविद्यालय

University of Delhi

		<p>Membership and Circulation System, recording overdue books, issue of reader's tickets and cards writing work and other jobs related to library books and journals.</p> <p>14. Performing holiday and weekend and shift duties.</p> <p>15. All other such jobs as may be assigned from time to time.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>50% by Promotion.</p> <p>25% by Limited Department Examination</p> <p>25% by Direct Recruitment</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	<p>By promotion: Amongst the Library Attendants working in the University with at least five year regular service in the grade and should have attended one computer Training Program of a duration of one week as Library Attendant, conducted by DULS or training of comparable duration from recognized/registered institution, subject to the fulfillment of minimum qualification for Direct Recruitment.</p> <p>By Limited Departmental Examination: Amongst the Library Attendants working in the University with at least 03 year regular service in the grade subject to the fulfillment of minimum qualification for Direct Recruitment.</p>



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Junior Assistant
2.	No. of Posts	317
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 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.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Limited Departmental Examination 75% by Direct recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Limited Departmental Examinations: Amongst the Matriculate employees working in the University with minimum period of 03 years regular service in the cadre. Employees from Library and Laboratory cadre will not be eligible for the LDE.



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Junior Assistant (Russian)
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution or a Graduate from a recognized University having studied relevant subject. 2. A minimum speed of 25 w.p.m. in Russian Typewriting <p>Desirable:</p> <ol style="list-style-type: none"> 1. Advanced Diploma in Russian or equivalent examination recognized by the Delhi University. 2. Experience of handling books in foreign languages particularly Russian/ Office work. 3. Knowledge of English typewriting.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>100 % by Direct Recruitment or short term contract</p> <p>Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Dispatch Rider
2.	No. of Posts	06
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	N. A.
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Possession of a valid driving license for motor Cycle/Auto-rickshaw. 3. Knowledge of Motor Cycle/Auto-rickshaw mechanism (The candidate should be able to remove minor defects in vehicle). Desirable: Possessing a valid license for LMV.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Telephone Operator
2.	No. of Posts	10
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none">1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University.2. Good voice and Fluent in English and Hindi3. Should be able to handle EPABX machine. Desirable: <ol style="list-style-type: none">1. Two years of experience in handling EPABX or Front Office jobs in Govt. bodies or reputed commercial organizations.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Driver (Ordinary Grade)
2.	No. of Posts	28
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University. 1. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle) 2. Experience of driving a motor vehicle for at least 3 years. <p>Desirable: Possessing a valid license for Heavy vehicles.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/ short term contract.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Cook
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Should have hands on experience in cooking of Indian or western dishes in general from a Hotel or Guest House of repute. 3. Should possess sound health and clean habits. <p>Desirable:</p> <p>Certificate course in Catering or cooking from a recognized government Institute or reputed Hotel.</p> <p>Note:</p> <p>The Departmental Mess Helper with at least 5 years regular service and possessing the above qualification may also be considered for the post. In case he is selected his appointment will be treated as promotion.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/Short term Contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Head Grounds Man
2.	No. of Posts	01
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years, if Direct Recruitment is made
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	01 Year, if Direct Recruitment is made.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion: Amongst the Grounds Man working in the pay scale of Pay Level 01 with minimum period of 5 years regular service in the cadre. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Junior Assistant (Stores) (Erstwhile post of Assistant Store Keeper in Engineering Department)
2.	No. of Posts	01
3.	Classification	Group C, Ministerial, Ex Cadre
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none">1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution.2. At least 2 years of experience in handling large scale engineering stores and equipment in government/semi-government body/reputed commercial establishment.3. Having a typing speed of 35 w.p.m. in English Typewriting through computer. Desirable: <ol style="list-style-type: none">1. Degree/Diploma in materials management.2. ITI Certificate in Civil/Electrical/Electronics.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment:
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Junior Assistant (Network Cable) for Computer Centre [01 Erstwhile post of Junior Mechanic (Computer Centre)]
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Senior School Certificate Examination under 10+2 Examination with Science. 2. At least 2 years of experience in handling large networks.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment:
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Junior Assistant (AC) for Computer Centre 01 Erstwhile post of Junior Mechanic (Store)
2.	No. of Posts	01
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Senior School Certificate Examination under 10+2 Examination with Science. 2. Certificate of Electrician License issued by competent authority.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Junior Work Assistant (Engineering Service) (Erstwhile post of Wireman, Asst. Wireman, Mason, Asst. Mason, Pipe fitter, Asst. Pipefitter, Operator E&M, Asst. Pump Operator, Carpenter, Asst. Carpenter, Meter Reader)
2.	No. of Posts	16+10+06+05+06+04+04+07+05+02+02 = 67
3.	Classification	Group C
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. ITI Certificate in relevant trade from a recognized institution. 3. 05 experience in relevant field
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Promotion.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion From amongst Engineering Attendant with 05 years of service. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. This clause shall be relaxed, if job specific training/skill enhancement program is not conducted in last two years by a College/University.



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Multi-Tasking Staff (erstwhile Daftry, Gestetner-cum-Photocopy Operator, Office Attendant, Sanitary guide, Sorter)
2.	No. of Posts	63+19+218+10+1=311
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	10 th pass or ITI equivalent
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	Direct Recruitment/ Short term Contract/Outsource basis 50% by Direct Recruitment 50% by Short term Contract/Outsource basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Library Attendant
2.	No. of Posts	122
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 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. <p>Desirable:</p> <p>Computer as a subject at Secondary level or Basic course in Computers from any Institution.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none"> 1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. 2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media. 3. Assist in Opening / Closing of the Library; 4. Manning the Check Point/ Property Counter; 5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library. 6. Arrangement of chairs, tables in respective units, sections and in the reading halls. 7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc. 8. Library services for users with special needs; 9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other



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		<p>media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.</p> <p>10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;</p> <p>11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.</p> <p>12. Searching out the damaged books and periodicals, mending them and preparing them for binding;</p> <p>13. Pasting of bar code labels and magnetic strips on books, periodicals etc.</p> <p>14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.</p> <p>15. Collection of parcels from Rail, Road and Air etc.</p> <p>16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)</p> <p>17. Attending holiday and weekend and shift duties.</p> <p>18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Engineering Attendant (Erstwhile Electric Khalasi, Beldar, Helper to Store)
2.	No. of Posts	21+33+02 = 56
3.	Classification	Group C
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution. 2. ITI Certificate in relevant trade from a recognized institution. Desirable: Computer as a subject at Secondary level or Basic course in Computers from any Institution. Note: Incumbent is generally expected to undertake following duty: 1. Dusting and upkeep of Engineering office and equipment's under the charge of Engineering Branch. 2. Assisting maintenance work. 3. Undertaking Xeroxing work as per requirement and transfer of files and other papers from one office to another as per requirement. 4. All other such jobs and duties as the case may be assigned from time to time ever in other shapes of functioning of the University.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय University of Delhi

1.	Name of Post	Health Attendant (erstwhile Dresser, Attendant, Ward Boys, Stretcher bearer cum cleaner)
2.	No. of Posts	8+12+3+1=24
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential: 10th pass or ITI equivalent and having experience in healthcare management.</p> <p>Note: Incumbent is generally expected to undertake following duty:</p> <ol style="list-style-type: none"> 1. Perform work of dresser, attendant, ward boy and stretcher bearer cum cleaner. 2. Assisting maintenance work. 3. Undertaking Xeroxing work as per requirement and transfer of files and other papers from one office to another as per requirement. 4. All other such jobs and duties as the case may be assigned from time to time ever in other shapes of functioning of the University.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



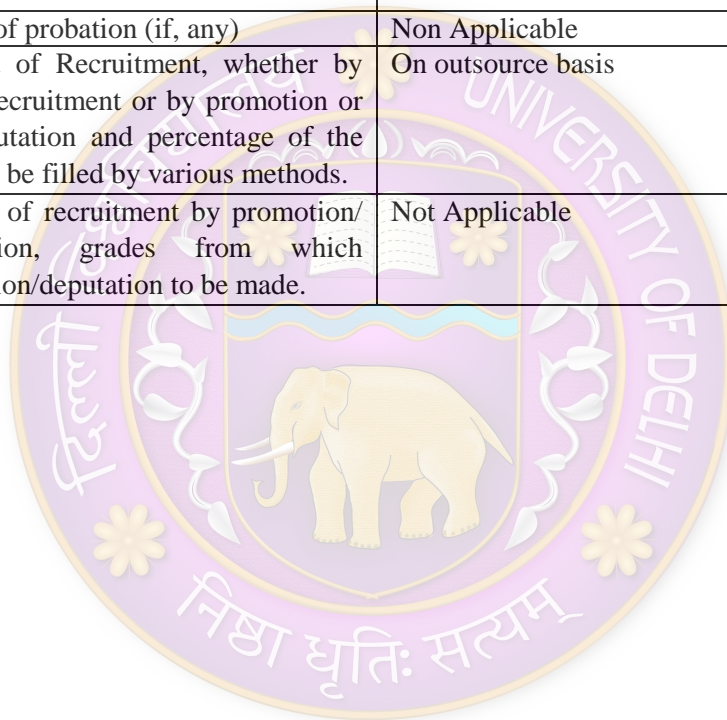
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University of Delhi

1.	Name of Post	Animal Attendant
2.	No. of Posts	06
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. 10th class pass or its equivalent examination from a recognized school or institution. 2. At least 3 years work experience in research projects/Animal House of University/Research Establishment. Desirable: 1. Secondary or Senior Secondary School Certificate with science one of the subject.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment/Short term Contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	MTS-Farash and Mali
2.	No. of Posts	35+89= 124*(to be outsourced)
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Pay Level 01 (When outsourced the pay will be as per contract)
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	Non Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On outsource basis
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable





दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Grounds Man
2.	No. of Posts	11
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 1. 10 th class pass or its ITI equivalent 2. Should possess sound health and keen interest in sports activities. Desirable: 1. Certificate of participation in Sports at school level.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/ Short term Contract basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Head Security Guard (Havaladar)
2.	No. of Posts	15
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by promotion .
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Among the Security Guard working in the pay scale of Pay Level 01 with at least five years of experience in the cadre and having satisfactory work and conduct certificate furnished by the Security Officer.



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Computer Laboratory Attendant
2.	No. of Posts	For Colleges only
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: Should have passed Matriculation (10 th) or an equivalent examination with science subjects from recognized board. Note: Computer Laboratory Attendant shall also perform all duties of MTS in their respective laboratories.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



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University of Delhi

1.	Name of Post	Laboratory Attendant
2.	No. of Posts	144+30 Posts (sanctioned under OBC expansion grant)=172*
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <p>Should have passed 10th or an equivalent examination with science subjects from recognized board.</p> <p>Note:</p> <p>The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ul style="list-style-type: none"> (j) Assisting in opening and closing of the premises. . (ii) Manning the entry points/check points/property counter of the laboratory. (iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean. (iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office. (v) Shelving instruments, books, documents, displays etc. and arranging items in designated places. (vi) Assisting in stock verifications, searching equipment, documents etc. (vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc. (viii) Preparation of documents (including typing and formatting) using computer. (ix) Assisting in maintaining documents and records (including manuals, attendance sheets,



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		<p>allotments and issue registers, student files, etc.).</p> <p>(x) Participation in examination related duties.</p> <p>(xi) Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned In-charge/concerned faculty member.</p> <p>(xii) Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.</p> <p>(xiii) Undergoing inhouse/central training for laboratory/office works as per instructions.</p> <p>(xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university.</p> <p>(xv) Maintaining the safety and security of the laboratory/office.</p> <p>(xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.)</p> <p>(xvii) Attending holiday, weekend and shift duties as per instructions.</p> <p>(xviii) All other such jobs and duties as the case may be that are assigned from time to time.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable
(*) Distribution of posts are given below:		

Distribution of posts for Laboratory Attendant		
Department	No. of Posts	Remarks
Physics	29	This includes erstwhile 02 posts of workshop mate and attendant AC refrigeration
Botany	17	



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Chemistry	32	This includes erstwhile 02 posts of mate
Zoology	20	
Geology	08	This includes erstwhile 02 posts of field attendant
O.R.	02	
Mathematical	01	
Computer Science	04	
Anthropology	09	
A.C.B.R.	08	This includes 01 post of cell culture room attendant
Environmental Science	03	
CIC	01	
Plant Molecular Biology	04	Plant Growth Room Attendant
Electronic Science	04	
Biochemistry	02+01	
Microbiology	03+01	
Genetics	02+01	
Biophysics	02	
Statistics	03	
CEMDE	02	This includes 01 post of field attendant
Music	01	Music Attendant
History	01	This includes erstwhile 01 post of LA (Museum)
East Asian Studies	02	
Psychology	02	
Linguistic	01	
Geography	01	
Engineering	01	Attendant AC refrigeration
Education	03	Erstwhile 02 posts of workshop attendant and 01 post of attendant (Art Room and Visual)
USIC	01	
Total	172	



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University of Delhi

1.	Name of Post	Mess Helper
2.	No. of Posts	02
3.	Classification	Group C Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: 10 th class pass or its equivalent examination from a recognized school or institution. Desirable: Certificate course or practical training in Catering from a recognized or reputed institute/Hotel.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment/ Short term Contract basis.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Room Bearer (University Guest House)
2.	No. of Posts	04
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment	Essential: <ol style="list-style-type: none">10th class pass or its ITI equivalent from recognized school or institution.Should possess sound health, pleasing personality and clean habits. Desirable: <ol style="list-style-type: none">Certificate course or practical training in Housekeeping or Catering from a recognized or reputed institute/Hotel.Knowledge of one of the regional languages in addition to Hindi and/or English.Experience of Room Boy in a reputed Hotel or Guest House.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment /Short term Contract.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



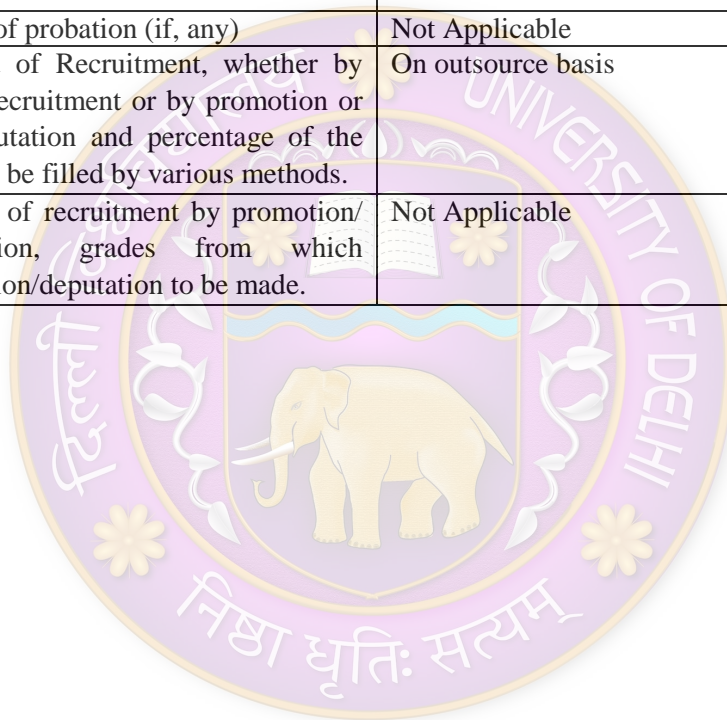
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University of Delhi

1.	Name of Post	MTS-Safai-Karamchari
2.	No. of Posts	114+10 erstwhile Sewermen*=124 (to be outsourced)
3.	Classification	Group C
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On outsource basis
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable



दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Security Guard
2.	No. of Posts	185*(to be outsourced)
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Pay Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualification required for direct recruitment	Not Applicable
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On outsource basis
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not Applicable





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**APPENDIX TO THE SCHEDULE
RECRUITMENT RULES
(NON TEACHING EMPLOYEES) 2020**





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Appendix-1 to the Schedule

Composition of Selection Committees for Direct Recruitment/Open Selection

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Posts higher than the post of Deputy Registrar	<ul style="list-style-type: none"> Vice Chancellor – Chairperson Pro – Vice Chancellor A nominee of the Visitor Treasurer Two members of the Executive Council nominated by the Vice Chancellor One representative from SC/ST category One representative of OBC/Minority/Women/ PwBD category* 	<ul style="list-style-type: none"> Not Applicable
2.	Deputy Registrar/ Assistant Registrar/Administrative Officer	<ul style="list-style-type: none"> Vice Chancellor – Chairperson Pro – Vice Chancellor Treasurer Registrar Two members from the Executive Council nominated by the Vice Chancellor One External Expert to be nominated by the Vice-Chancellor One representative from SC/ST category One representative of OBC/Minority/Women/ PwBD category* 	<ul style="list-style-type: none"> Chairperson, Governing Body - Chairperson One member of the Governing body One Expert nominated by the Dean of Colleges or Director, SDC Registrar or nominee Finance Officer or nominee Principal of the College or Head of the Institution Representative from SC/ ST category One representative of OBC/Minority/Women/ PwBD category*
3.	Other Group A posts	<ul style="list-style-type: none"> Vice Chancellor – Chairperson Pro – Vice Chancellor Treasure Registrar One Dean of the Faculties from the relevant discipline/field Head of the Department of the Department Concerned, if the post is exclusively for the Department. 	<ul style="list-style-type: none"> Chairperson, Governing Body - Chairperson One member of the Governing body to be nominated by the Chairperson One Expert nominated by the Dean of Colleges/Director South Campus as the case may be. Registrar or nominee



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		<p>(This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, as the case may be)</p> <ul style="list-style-type: none"> • Two Members of the Executive Council nominated by the Vice Chancellor • One External Expert from the relevant field nominated by Vice Chancellor • Representative from SC/ ST category • One representative of OBC/Minority/ Women/ PwBD category* 	<ul style="list-style-type: none"> • Finance Officer or nominee • Principal of the College or Head of the Institution • Teacher In charge of the Subject, if the post is exclusively for the Subject • Representative from SC/ ST category • One representative of OBC/Minority/Women/ PwBD category*
4.	Group B posts	<ul style="list-style-type: none"> • Pro – Vice Chancellor – Chairperson • Registrar • Finance Officer • One Dean among the Faculties to be nominated by the Vice Chancellor • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) • Representative from SC/ ST category • One representative of OBC/Minority/ Women/ PwBD category* 	<ul style="list-style-type: none"> • Chairperson, Governing Body - Chairperson • Principal of the College or Head of the Institution • Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned (Senior most Officer) • Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library) • One Expert from the University to be nominated by the Dean of Colleges/Director South Campus as the case may be from the relevant field. • Representative from SC/ ST category • One representative of OBC/Minority/Women/ PwBD category*
5.	Group C posts	<ul style="list-style-type: none"> • Registrar - Chairperson • Finance Officer • One Dean among the Faculties to be nominated by the Vice Chancellor • Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, 	<ul style="list-style-type: none"> • Principal of the College or Head of the Institution -Chairperson • Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned (Senior most Officer) • Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for



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		<p>University Librarian, as the case may be)</p> <ul style="list-style-type: none">• Representative from SC/ ST category• One representative of OBC/Minority/ Women/ PwBD category*	<p>the post existing in the Library)</p> <ul style="list-style-type: none">• One Expert from the University to be nominated by the Dean of Colleges/Director South Campus as the case may be from the relevant field.• Representative from SC/ ST category• One representative of OBC/Minority/Women/ PwBD category*
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Composition of Screening Committee for Direct Recruitment/Open Selection

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Posts higher than the post of Deputy Registrar	<ul style="list-style-type: none"> • Dean of Colleges/Director SDC – Chairperson • Two Senior Faculty nominated by the Vice Chancellor • One representative from SC/ ST category 	Not Applicable
2.	Deputy Registrar/ Assistant Registrar/Administrative Officer	<ul style="list-style-type: none"> • Controller of Examination/Dean, Examination – Chairperson • Dean of a faculty to be nominated by Vice-Chancellor • One Professor to be nominated by the Vice-Chancellor • One representative from SC/ST category 	<ul style="list-style-type: none"> • Principal – Chairperson • One member of the Governing Body to be nominate by Chairman, Governing Body • A senior faculty to be nominated by the Principal • One representative from SC/ST category
3.	Other Group A	<ul style="list-style-type: none"> • One Dean of the faculties from the related discipline field – Chairperson • HOD of Department concerned • One Professor nominated by Vice-Chancellor • One representative from SC/ST category 	<ul style="list-style-type: none"> • Principal – Chairperson • Teacher in charge in case the post belongs to a particular subject. • A senior faculty to be nominated by the Principal • One representative from SC/ST category
4.	Group B (only for posts for which interview is part of recruitment process.)	<ul style="list-style-type: none"> • Registrar or his nominee – Chairperson • Joint Registrar/ Deputy Registrar (Estab. Non-Teaching) • Joint Registrar/ Deputy Registrar (Recruitment) • One representative from SC/ST category 	<ul style="list-style-type: none"> • Principal – Chairperson • Administrative Officer • Teacher In charge of the subject (College Librarian for posts pertaining to Library) • One representative from SC/ST category

Note:

1. *Where the Selection Committee is constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one member belonging to SC/ST, one member belonging to OBC category and one member belonging to minority community in such Committees/ Boards. Further, one of the members of the Selection Committee/ Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady members should be co-opted on the Committee/Board. It may also be ensured that



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where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.

2. At least three members including the Chairperson but excluding the representative of designated reserved categories. Presence of representative of the designated reserved category, as indicated in the relevant tables will however be mandatory.
3. For Group B (Non-Gazette level posts) and Group C the skill test may be conducted in accordance with Scheme of Examination.
4. For such Group B and Group C posts, where interview is not part of recruitment process, the Selection Committee will recommend the candidates on the basis of written test and/or skill test.





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Appendix-2 to the Schedule

Composition of Departmental Promotion Committees (DPCs)

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Deputy Registrar and equivalent posts	<ul style="list-style-type: none"> Pro Vice Chancellor – Chairperson Dean of Colleges or Director, South Campus Treasurer Registrar Controller of Exams/Dean (Exams) One representative from SC/ST category 	<ul style="list-style-type: none"> Chairperson, Governing Body – Chairperson Nominee of the Dean of Colleges or Director, South Campus Registrar or Nominee Finance Officer or Nominee Principal or Head of the Institution One representative from SC/ST category
2.	All other Group A posts	<ul style="list-style-type: none"> Pro – Vice Chancellor – Chairperson Dean of Colleges or Director, South Campus Treasurer Registrar Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, as the case may be) One representative from SC/ST category 	<ul style="list-style-type: none"> Chairperson, Governing Body – Chairperson Principal of the College or Head of the Institution Nominee of the Dean of Colleges or Director, South Campus Nominee of the Registrar Teacher In charge of the Subject, if the post is exclusively for the Subject One representative from SC/ST category
3.	Group B posts	<ul style="list-style-type: none"> Pro-Vice-Chancellor – Chairperson Registrar or Joint Registrar Finance Officer Head of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be) One representative from SC/ST category 	<ul style="list-style-type: none"> Principal – Chairperson Nominee of the Registrar Joint Registrar/Deputy Registrar/ Assistant Registrar of the University as an expert to be nominated by the Dean of Colleges/Director, South Campus. Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned (Senior-most). Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library) One representative from SC/ST category



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S. No	Category of Posts	Composition for University	Composition for Colleges
4.	Group C posts	<ul style="list-style-type: none">Registrar – ChairpersonFinance Officer or his nomineeHead of the Department of the Department Concerned, if the post is exclusively for the Department. (This would include Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be)Deputy Registrar (Estab.)/Assistant Registrar (Estab)One representative from SC/ST/OBC/PwBD category	<ul style="list-style-type: none">Principal – ChairpersonNominee of RegistrarJoint Registrar/Deputy Registrar/ Assistant Registrar of the University as an expert to be nominated by the Dean of Colleges/Director, South Campus.Joint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. (Senior most).Teacher In charge of the Subject, if the post is exclusively for the Subject/ College Librarian (for the post existing in the Library)One representative from SC/ST/OBC/PwBD category

Note:

1. At least three members including the Chairperson but excluding the representative of designated reserved categories. Presence of representative of the designated reserved category, as indicated in the relevant tables will however be mandatory.
2. For Group B posts (for which there is no provision for interview) and Group C posts, skill test may be conducted in accordance with the scheme of examination.



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Appendix-3 to the Schedule

Composition of the Committee for Promotion through LDE (To Examine the Eligibility of the Candidate, Who Has Cleared the LDE)

S. No	Category of Posts	Composition for University	Composition for Colleges
1.	Group B and C posts	<ul style="list-style-type: none">Joint Registrar/ Deputy Registrar of the Establishment Non-Teaching - ChairpersonJoint Registrar/ Deputy Registrar of the Recruitment SectionNominee of the Head of the Department concerned, if the post is exclusively for the Department. (This would include Nominee of Chief Engineer, Chief Medical Officer, Director Delhi University Computer Centre, University Librarian, as the case may be)One representative from SC/ST category	<ul style="list-style-type: none">Principal – ChairpersonJoint Registrar/ Deputy Registrar/Assistant Registrar of University to be nominated by Dean of Colleges/Director, South CampusJoint Registrar/Deputy Registrar/ Assistant Registrar/ Administrative Officer of the College or Institution concerned. (Senior most).One representative from SC/ST category

Note:

- At least three members including the Chairperson but excluding the representative of designated reserved categories. Presence of representative of the designated reserved category, as indicated in the relevant tables will however be mandatory.
- For Group B (Non-Gazette level posts) and Group C the skill test may be conducted in accordance with Scheme of Examination.



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Appendix-4 to the Schedule

Scheme of Examination for the posts included in the Schedule (As applicable).

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

4.1 Scheme of Examination for Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

4.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

I. Scheme of the Examination:

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

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

II. Components of Written Test:

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



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III. Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.



IV. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidates for Interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.1.2. Scheme of Examination for promotion to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts in the common cadre of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by Promotion:

I. Scheme of the Examination:

Written Test			Service Records	Interview	Total Marks
Details of Paper	Time	Max.Marks	Max.Marks	Max.Marks	
Paper-I (Objective) (75 Questions)	01hour 30 minutes*	75	60	140	
Paper-II (Descriptive)	02 hours 30 minutes*	125			
Total		200	60	140	400
Weightage for final score		50%	15%	35%	100%

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

II. Written Test Components

Components	NO. OF QUESTIONS	MARKS	Duration
Paper-I: General Studies	75	75	01hour 30 minutes
Paper-II University Administration	-	125	02 hours 30 minutes
TOTAL		200	

III. Syllabus:

Paper-I: General Studies

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian



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National Movement, Indian and World Geography, Indian Polity & Economy, Constitution of India, Organization of the machinery of the Government of India, and University of Delhi, Subject of interest and importance on the present day relating to educational policy of the Government of India and its regulatory bodies.

Paper-II: University Administration

The candidates are expected to have the knowledge of the following rules:-

- i. The University Non-Teaching Employees (Terms & Conditions) of Service.
- ii. The Delhi University Act, Statutes and Ordinances.
- iii. Governance of Colleges.
- iv. Regulations related to various University Examinations and courses of study.
- v. The Recruitment Rules (Non Teaching Employees), 2008.
- vi. Fundamental and Supplementary Rules.
- vii. Central Civil Services (CCA) Rules.
- viii. Reservations and Concessions for SC, ST, OBC, PH etc.
- ix. General Financial Rules.
- x. CCS (Leave) Rules.
- xi. Budget and Accounts.
- xii. The Right to Information Act.
- xiii. The Public Premises (Eviction of Unauthorized Occupants) Act.

The following Books/websites may be helpful to the candidates for the purpose of examination-

- (1) The Constitution of India.
- (2) India Year Book published by the Publications Division, Govt. of India.
- (3) The University Calendar (Volume-I & II).
- (4) Fundamental and Supplementary Rules (Swamy's compilation).
- (5) The Central Civil Services (Classification, Control and Appeal) Rules, 1965 (Swamy's compilation).
- (6) Compilation of General Financial Rules (Revised and Enlarged) (Swamy's latest edition).
- (7) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
- (8) Manual on Establishment and Administration (Swamy's compilation)
- (9) Reservations and Concessions for SC, ST, OBC, PH etc. (Swamy's compilation)
- (10) Annual Reports of the University.
- (11) Websites of University of Delhi, MHRD, DoPT, Ministry of Finance, Parliament of India and Regulatory Bodies on Higher Education

IV. Service Record

Service Record would be indicated by the ACR/APAR for the preceding three years.



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V. **Personality Test/Interview**

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper for the written test 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 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.
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. Merit would be drawn on the basis of result of the written test, service record and personality test and the prescribed weightages prescribed for them.
5. The personality test and assessment of service record would be done by the Committee prescribed in the Appendix to the Recruitment Rules for Promotion to the post.
6. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.



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4.2 Scheme of Examination for Direct Recruitment to the post of Medical Officer

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts Medical Officer:

I. Scheme of Examination:

Part – I Computer Based Examination in two papers (Paper I and Paper II)	Time: 2 hours each	Max. marks allowed: 500 marks (250 marks each)
Part-II Personality Test		Max. marks allowed: 100 marks
Total Marks		600 marks

II. Syllabus:

(A) Part I

Computer based Examination: The components and syllabi of two Papers and the weightage to different components in the two papers are given below: -

Paper I Maximum Marks: 250 General Medicine and Paediatrics:

Total questions in Paper I = 125 (100 from General Medicine and 25 from Paediatrics);

Syllabus of Paper-I

(a) General Medicine including the following:

- (i) Cardiology
- (ii) Respiratory diseases
- (iii) Gastro-intestinal
- (iv) Genito-Urinary
- (v) Neurology
- (vi) Hematology
- (vii) Endocrinology
- (viii) Metabolic disorders
- (ix) Infections/Communicable Diseases
 - a) Virus
 - b) Rickets
 - c) Bacterial
 - d) Spirochetal
 - e) Protozoan
 - f) Metazoan
 - g) Fungus



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- (x) Nutrition/Growth
- (xi) Diseases of the skin (Dermatology)
- (xii) Musculoskeletal System
- (xiii) Psychiatry
- (xiv) General
- (xv) Emergency Medicine
- (xvi) Common Poisoning
- (xvii) Snake bite
- (xviii) Tropical Medicine
- (xix) Critical Care Medicine
- (xx) Emphasis on medical procedures 12
- (xxi) Patho physiological basis of diseases
- (xxii) Vaccines preventable diseases and Non vaccines preventable diseases
- (xxiii) Vitamin deficiency diseases
- (xxiv) In psychiatry include – Depression, psychosis, anxiety, bipolar diseases and Schizophrenia. **(b) Paediatrics including the following:-**
 - (i) Common childhood emergencies,
 - (ii) Basic new born care,
 - (iii) Normal developmental milestones,
 - (iv) Accidents and poisonings in children,
 - (iv) Birth defects and counseling including autism,
 - (v) Immunization in children,
 - (vi) Recognizing children with special needs and management, and
 - (vii) National programs related to child health.

Paper II Maximum Marks: 250

- (a) Surgery**
- (b) Gynaecology & Obstetrics**
- (c) Preventive & Social Medicine**

Total questions in Paper II = 125 (40 questions each from the sections on Surgery and Gynaecology & Obstetrics and 45 questions form the section on Preventive & Social Medicine.)

Syllabus of Paper - II

- (a) Surgery (Surgery including ENT, Ophthalmology, Traumatology and Orthopaedics)**

- (I) General Surgery**



- i) Wounds
- ii) Infections
- iii) Tumours
- iv) Lymphatic
- v) Blood vessels
- vi) Cysts/sinuses
- vii) Head and neck
- viii) Breast
- ix) Alimentary tract
- a) Oesophagus
- b) Stomach
- c) Intestines
- d) Anus
- e) Developmental
- x) Liver, Bile, Pancreas
- xi) Spleen
- xii) Peritoneum
- xiii) Abdominal wall
- xiv) Abdominal injuries

- (II) Urological Surgery
- (III) Neuro Surgery
- (IV) Otorhinolaryngology E.N.T.
- (V) Thoracic surgery
- (VI) Orthopedic surgery
- (VII) Ophthalmology
- (VIII) Anesthesiology
- (IX) Traumatology
- (X) Diagnosis and management of common surgical ailments
- (XI) Pre-operative and post operative care of surgical patients
- (XII) Medicolegal and ethical issues of surgery
- (XIII) Wound healing
- (XIV) Fluid and electrolyte management in surgery
- (XV) Shock patho-physiology and management.

(b) GYNAECOLOGY & OBSTETRICS

(I) OBSTETRICS

- i) Ante-natal conditions
- ii) Intra-natal conditions
- iii) Post-natal conditions
- iv) Management of normal labours or complicated labour

(II) GYNAECOLOGY

- i) Questions on applied anatomy
- ii) Questions on applied physiology of menstruation and fertilization



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- iii) Questions on infections in genital tract
- iv) Questions on neoplasma in the genital tract
- v) Questions on displacement of the uterus
- vi) Normal delivery and safe delivery practices
- vii) High risk pregnancy and management
- viii) Abortions
- ix) Intra Uterine growth retardation
- x) Medicolegal examination in obgy and Gynae including Rape.

(III) FAMILY PLANNING

- i) Conventional contraceptives
- ii) U.D. and oral pills
- iii) Operative procedure, sterilization and organization of programs in the urban and rural surroundings
- iv) Medical Termination of Pregnancy

(c) PREVENTIVE SOCIAL AND COMMUNITY MEDICINE

- I Social and Community Medicine
- II Concept of Health, Disease and Preventive Medicine
- III Health Administration and Planning
- IV General Epidemiology
- V Demography and Health Statistics
- VI Communicable Diseases
- VII Environmental Health
- VIII Nutrition and Health
- IX Non-communicable diseases
- X Occupational Health
- XI Genetics and Health
- XII International Health
- XIII Medical Sociology and Health Education
- XIV Maternal and Child Health
- XV National Programs
- XVI Management of common health problems
- XVII Ability to monitor national health programs
- XVIII Knowledge of maternal and child wellness
- XIX Ability to recognize, investigate, report, plan and manage community health problems including malnutrition and emergencies.

(B) Part II

PERSONALITY TEST – (100 marks):

Candidates who qualify in the computer based examination will be called for Interview/ Personality Test to be conducted by the Union Public Service Commission. The Interview/ Personality Test will carry 100 marks. The Interview for Personality Test will be intended to serve as a supplement to the computer based examination for testing the General Knowledge and ability of the candidates in the fields of their academic study and also in the nature of a personality test to assess the candidate's intellectual curiosity,

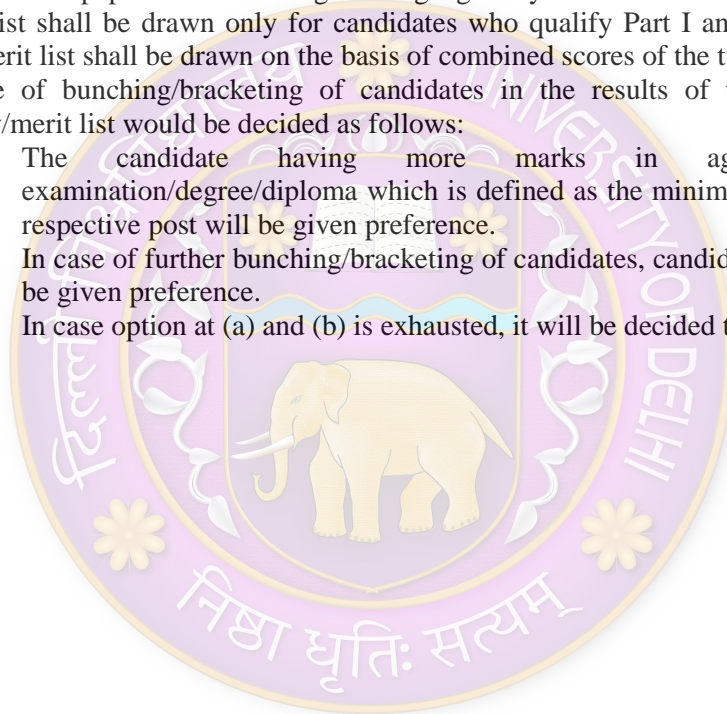


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critical powers of assimilation, balance of judgement and alertness of mind, ability for social cohesion, integrity of character, initiative and capability for leadership.

Note:

1. The minimum qualifying marks for Part I, i.e., Paper I and Paper II taken 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 interview.
2. There shall be negative marking for wrong answers in Part I, i.e., Paper I and Paper II, to the tune of 1/4th of marks allocated per question.
3. The question paper shall be in English language only.
4. Merit list shall be drawn only for candidates who qualify Part I and Part II, separately. The Merit list shall be drawn on the basis of combined scores of the two Parts.
5. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.3 Ministerial Posts:

4.3.1 Scheme of Examination for Direct Recruitment to the post of Section Officer

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

A. Scheme of the Examination:

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

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

B. Test components:

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

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



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C. Syllabus:

Paper - I:

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

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

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

(iv) Test of English or Hindi:

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

Paper - II:

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

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction	25 marks (200 words)



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would be sought on a given situation test case	
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

Note:

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



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

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

A. Scheme of the Examination:

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

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

B. Test components:

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

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

C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be



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designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

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

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

(iv) Test of English or Hindi:

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

Paper - II:

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

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)



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Note:

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



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4.3.3. Scheme of Examination for Direct Recruitment to the post of Assistant

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

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	2 hours*	150
Total Marks			450

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

B. Test components:

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

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

C. Syllabus:

Paper - I:

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



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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:

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

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks

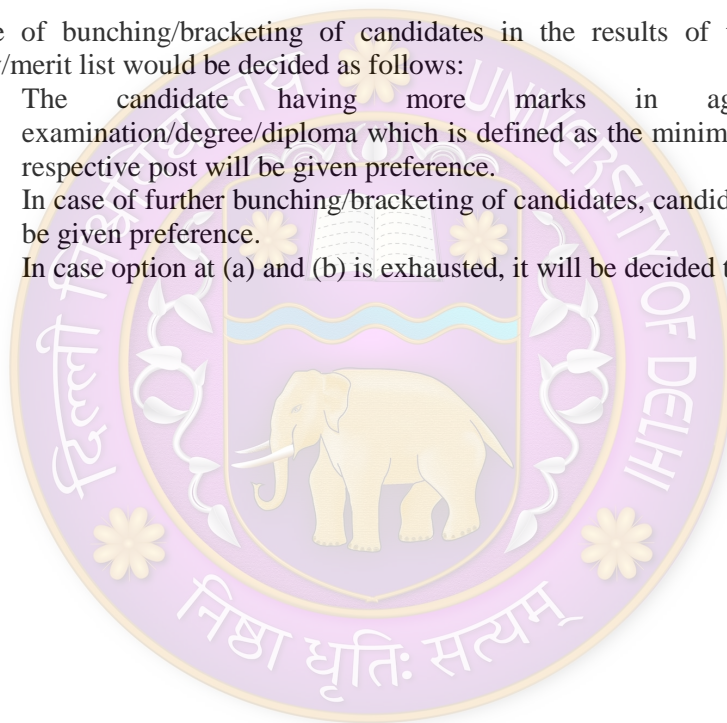
Note:

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



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3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PWBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the 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.





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

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

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5 hour	100
Total Marks			300

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

B. Test components:

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

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

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



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* 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.

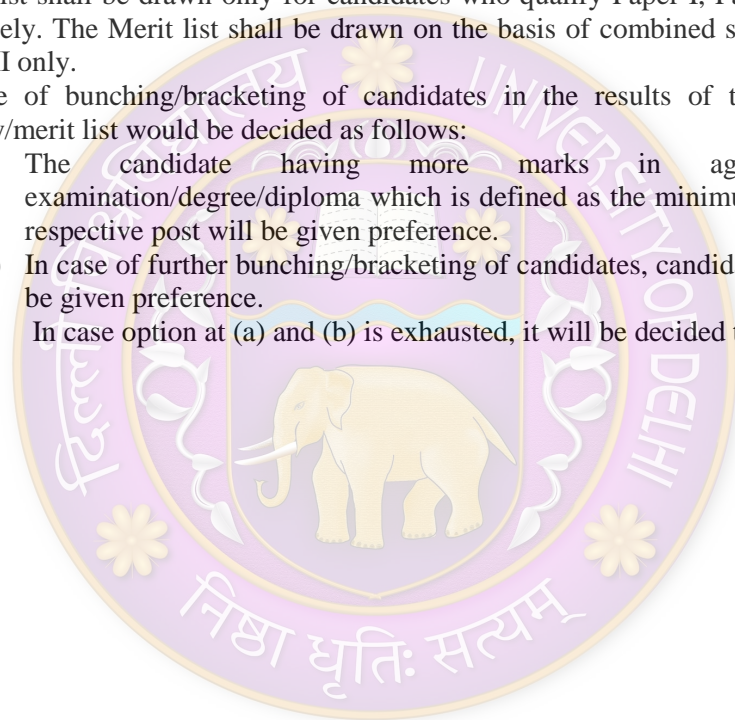
Note:

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.



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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.





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

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

A. Scheme of Examination:

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

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

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

B. Syllabus:

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

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



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(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.

Note:

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



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4.3.6 Scheme of Examination for Limited Departmental Examination for the post of Section Officer

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Section Officer** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

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 minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.7 Scheme of Examination for Limited Departmental Examination for the post of Senior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

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 minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.8 Scheme of Examination for Limited Departmental Examination for the post of Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.9 Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Junior Assistant** through limited departmental exams.

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2hours	100 marks (100 questions)
Paper-II	Essay in English or Hindi	1 hour	100
Total Marks			200

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
TOTAL		100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay in English or Hindi	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test*	Qualifying speed shall be 30 words per minute, which will 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.



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Exemption from qualifying the typing test:

The genuine attempts for exemption from qualifying the typing test on computer after attaining the age of 45 years for the purpose of promotion to the post of Junior Assistant under 25% quota reserved for Multi Tasking Staff (erstwhile Group-D employees) will be determined as follows-

“A minimum typing speed of 15 w.p.m on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in [Appendix 3](#) to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.10 Scheme of Examination for Limited Departmental Examination for the post of Senior Personal Assistant

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Personal Assistant** through limited departmental examinations.

No written test.

Skill Test Norms

- (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
- (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication 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 minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.11 Scheme of Examination for Limited Departmental Examination for the post of Personal Assistant

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Personal Assistant** through limited departmental examinations.

Scheme of Examination:

A	WRITTEN TEST COMPONENTS (02 Hours)	MARKS
(i)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	30
(ii)	Skills in noting and drafting	30
(iii)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	60
	TOTAL	100
B	Skill Test as described below	Qualifying

Skill Test Norms

- Dictation: 10 minutes at an average speed of 100 w.p.m.
- Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
- Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Note:

- 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.
- The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
- The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
- The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
- A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
- The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.4. Technical Posts:

4.4.1 Scheme of Examination for Direct Recruitment for the post of SENIOR TECHNICAL ASSISTANT

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

A. Scheme of Examination:

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40



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

B. Detailed Syllabus for Paper I:

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

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

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

The paper will cover the following areas:

Topic	Marks allocated
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<ul style="list-style-type: none">• Subject specific laboratory based practical questions• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
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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 examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.4.2 Scheme of Examination for Direct Recruitment for the post of TECHNICAL ASSISTANT

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

A. Scheme of Examination:

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical Ability	30	60



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

B. Detailed Syllabus for Paper I:

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

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

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

Topic	Marks allocated
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- Subject specific laboratory based practical questions
- Knowledge of Computers with special reference to knowledge of word processing, data analysis packages

Section 1 - MCQ
100 marks (50 questions)
Section 2 – Descriptive
50 marks (5 questions)

D. Skill Test:

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

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

Note:

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



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6.4.3 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 of Examination:

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 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, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40



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(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 Paper I:

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

(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: Subject specific laboratory based practical questions.
The paper will cover the following areas:

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

D. Skill Test:

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

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

Note:

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



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4.4.4 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, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 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:

(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.



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(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 $1/4^{\text{th}}$ 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.



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4.4.5 Scheme of Examination for Limited Departmental Examination for the post of SENIOR TECHNICAL ASSISTANT

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

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- graduate)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

B. Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology, Electronic Science, Computer Science etc. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/ PwBD category as applicable).



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3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.





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4.4.6 Scheme of Examination for Limited Departmental Examination for the post of TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **TECHNICAL ASSISTANT** through limited departmental exams.

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- class XII)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology, Electronic Science, Computer Science etc. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

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.



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2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.





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4.4.7 Scheme of Examination for Limited Departmental Examination for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **LABORATORY ASSISTANT** through limited departmental exams.

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- class X)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

B. Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology, Electronic Science, Computer Science, etc.

In case of appointment in departments under the Faculty/Department of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

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.



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2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.





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4.5. Library Posts:

4.5.1 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, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

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



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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">• 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.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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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 data bases(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, Malayalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in 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, if any, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.5.2 Scheme of Examination for Direct Recruitment to 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 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 hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	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 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,



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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">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.	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 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.



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5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I 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.





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4.5.3 Scheme of Examination for Direct Recruitment to the post of Library Assistant

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

A. Scheme of 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 Automation & Library Awareness	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

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

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	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 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,



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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: Library Automation & Library Awareness.

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">• 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.	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 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.



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5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I 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.





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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.



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(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.



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4.5.5 Scheme of Examination for Limited Departmental Test for Promotion of Library Attendant to Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Attendant to Library Assistant through limited departmental exams:

An **objective type** paper of two hours (02 hrs.) duration with maximum of 100 marks, which include Library questions.

The **Multiple Choice Questions** shall judge the knowledge of Library Science for promotion to post of Library Assistant.

Out of **100 questions**, 40 questions should be related to the duties of Library Assistant, with options from Acquisition, processing & circulation, specific post for which the promotions are to be considered by the department, 20 questions of General Knowledge, 20 questions of English and 20 questions of Mathematical abilities.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie., for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.5.6 Scheme of Examination for Limited Departmental Test for Promotion of Library Assistant to Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Assistant to Semi Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper – I Library Operations etc.	Time: 2hrs.*	Max. Marks: 150 marks
Total Marks (150)		150 marks

B. Paper: 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
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.5.7 Scheme of Examination for Limited Departmental Test for Promotion of Semi Professional Assistant to Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Semi Professional Assistant to Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Paper – I Library System etc.	Time: 2 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 (150)		150 marks

B. Paper: 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">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.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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C. 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 data bases(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, Malayalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.6 Engineering Posts

4.6.1 Scheme of Examination for Direct Recruitment to the post of Assistant Engineer (Civil)

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

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

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

Syllabus for the above papers will be as follows:

1. Surveying

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS & GPS.

2. Construction materials & Practice

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

Classification of Buildings as per NBC, Site investigation for foundation as per NBC – Trial Pit and auger boring, classification of foundations, construction of spread footing and well foundation; Stone and Brick masonry types and principles of construction; Doors and Windows – types fittings and fastenings, types and functions of Lintels, Sunshades and Roofs, Flooring – Construction and types of material; Types of Stairs; Scaffolding; Types of Plastering, Pointing painting and white / Colour Wash.

3. Engineering Mechanics and Strength of materials

Forces- types of forces, Parallelogram, Triangle and Polygon Law of Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law –stress strain



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diagram, working strength elastic constants, Poisson's ratio, Relationship between elastic constants, compound rods, temperature stresses, strain energy, proof resilience, impact loading; Shear force and bending moment diagrams for simply supported, over hanging and cantilever beams, relation between intensity of loading, Shear force and bending moment; Theory of simple bending, modulus of section, moment of resistance, distribution of shear stress in rectangular, circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, simple built-up columns; Analysis of dam and retaining walls; Simple plane and pin-jointed trusses, Stresses by method of joints and method of sections.

4. Hydraulics

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venture metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

5. Quantity Surveying

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works as per Indian Standards; General Specifications – earth work, brick / stone masonry in cement mortar, RCC, plastering in cement mortar, Floor finishes with ceramic tiles and marbles, white washing, Colour washing; Standard schedule of rates, lead and lift preparation of lead statement; Computation of earth work – Mid-ordinate, mean Sectional area, Trapezoidal method, Prismoidal Rule; Approximate estimate-Plinth area and cubic rate estimate.

6. Design of Structures (RCC and Steel)

RCC structures: Design philosophies- principles and concepts of working stress method and limit state method, loads and permissible stresses, IS specification, analysis and design-rectangular beam, slab, T-beam, column, footing and stair case.

Steel Structures: Properties of steel section, loads and permissible stresses, IS specifications, Analysis and design- welded joints, beam, column, base tension member; Design of roof truss.

7. Irrigation Engineering

Definition, Duty, delta, base period, rainfall and its measurement, factors affecting runoff methods of computing maximum flood discharge; Classification of head works, component parts of a weir and barrage, factors influencing selection of site –reservoirs and dams; Classification of canals, canal lining, cross drainage works; Soil erosion, water logging, soil water plant relationship; Necessity of irrigation - advantages and disadvantages, irrigation methods.

8. Environmental Engineering



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Basics of ecosystem, water supply scheme; Sources of water; Conveyance of water – pipes, joints and laying; Testing of water, drinking water standards; Treatment of water, Distribution of water; Water supply connection to a building.

Quantity of sewage, surface drains, design of sewers running half full, limiting velocities; laying of sewers, sewage, sewer appurtenances; Collection of sewage samples, characteristics of domestic and industrial sewage-BOD, COD; Sewage treatment, septic tank & soak pit, sewage disposal-dilution and sewage farming; House drainage arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

9. Transportation Engineering

Alignment of roads-plain and hilly terrain, surveys; Cross section of road structure, width of pavement, Chamber, Gradient, Super elevation, Transition curves, horizontal and vertical alignment; Pavement making, traffic signs, traffic islands.

Types of soil, classification of soil-Textural IS Classification, physical properties-plasticity, cohesion, consolidation, compaction, permeability, compressibility, soil moisture content, specific gravity, density; Bearing capacity of soil

Note:

1. 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.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - d) 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.
 - e) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.



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

4.6.2 Scheme of Examination for Direct Recruitment to the post of Assistant Engineer (Electrical)

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

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

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

Syllabus for the above papers will be as follows:

1. Electrical Circuits

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

2. Electrical Measurements

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

3. Control Systems

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



4. Analog and digital electronics

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

5. Electrical Machines

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

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

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

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

6. Power Systems

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

7. Utilization

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

8. Power Electronics and Drives

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

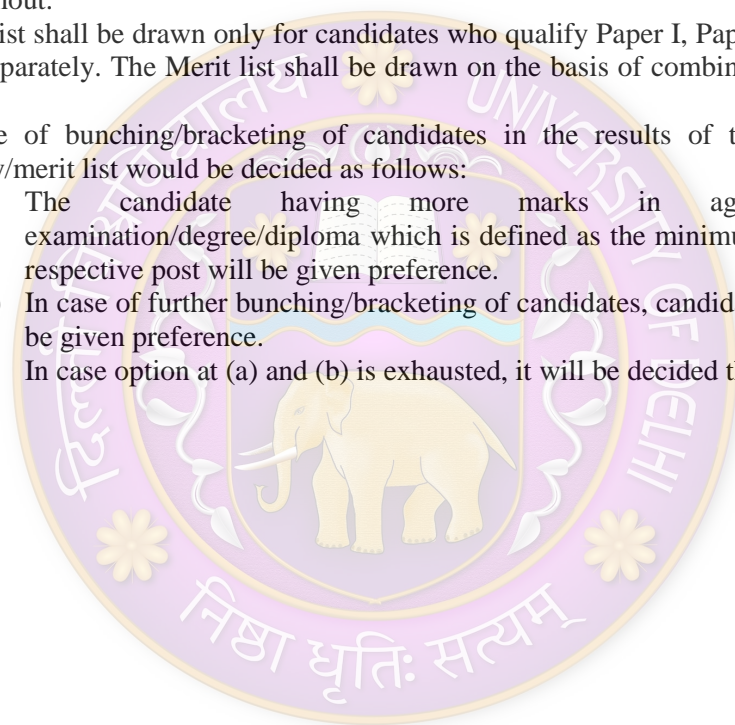


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Note:

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





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4.6.3 Scheme of Examination for Direct Recruitment to the post of Junior Engineer (Civil)

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

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

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

Syllabus for the above papers will be as follows:

1. Surveying

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS &GPS

2. Construction materials &Practice

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

Classification of Buildings as per NBC, Site investigation for foundation as per NBC – Trial Pit and auger boring, classification of foundations, construction of spread footing and well foundation; Stone and Brick masonry types and principles of construction; Doors and Windows – types fittings and fastenings, types and functions of Lintels, Sunshades and Roofs, Flooring – Construction and types of material; Types of Stairs; Scaffolding; Types of Plastering, Pointing painting and white / Colour Wash.

3. Engineering Mechanics and Strength of materials

Forces- types of forces, Parallelogram, Triangle and Polygon Law of Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law –stress strain diagram, working strength elastic constants, Poisson's ratio, Relationship between elastic constants, compound rods, temperature stresses, strain energy, proof resilience, impact loading; Shear force and bending moment diagrams for simply supported, over hanging and cantilever beams, relation between intensity of loading, Shear force and bending moment; Theory of simple bending, modulus of section, moment of resistance, distribution of shear stress in rectangular,



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circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, simple built-up columns; Analysis of dam and retaining walls; Simple plane and pin-jointed trusses, Stresses by method of joints and method of sections.

4. Hydraulics

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venture metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

5. Quantity Surveying

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works as per Indian Standards; General Specifications – earth work, brick / stone masonry in cement mortar, RCC, plastering in cement mortar, Floor finishes with ceramic tiles and marbles, white washing. Colour washing; Standard schedule of rates, lead and lift preparation of lead statement; Computation of earth work – Mid-ordinate, mean Sectional area, Trapezoidal method, Prismoidal Rule; Approximate estimate-Plinth area and cubic rate estimate.

6.Design of Structures (RCC and Steel)

RCC structures: Design philosophies- principles and concepts of working stress method and limit state method, loads and permissible stresses, IS specification, analysis and design-rectangular beam, slab, T-beam, column, footing and stair case.

Steel Structures: Properties of steel section, loads and permissible stresses, IS specifications, Analysis and design- welded joints, beam, column, base tension member; Design of roof truss.

7. Irrigation Engineering

Definition, Duty, delta, base period, rainfall and its measurement, factors affecting runoff methods of computing maximum flood discharge; Classification of head works, component parts of a weir and barrage, factors influencing selection of site –reservoirs and dams; Classification of canals, canal lining, cross drainage works; Soil erosion, water logging, soil water plant relationship; Necessity of irrigation - advantages and disadvantages, irrigation methods.

8. Environmental Engineering

Basics of ecosystem, water supply scheme; Sources of water; Conveyance of water – pipes, joints and laying; Testing of water, drinking water standards; Treatment of water, Distribution of water; Water supply connection to a building.



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Quantity of sewage, surface drains, design of sewers running half full, limiting velocities; laying of sewers, sewage, sewer appurtenances; Collection of sewage samples, characteristics of domestic and industrial sewage-BOD, COD; Sewage treatment, septic tank & soak pit, sewage disposal-dilution and sewage farming; House drainage arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

9. Transportation Engineering

Alignment of roads-plain and hilly terrain, surveys; Cross section of road structure, width of pavement, Chamber, Gradient, Super elevation, Transition curves, horizontal and vertical alignment; Pavement making, traffic signs, traffic islands.

Types of soil, classification of soil-Textural IS Classification, physical properties-plasticity, cohesion, consolidation, compaction, permeability, compressibility, soil moisture content, specific gravity, density; Bearing capacity of soil

Note:

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



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4.6.4 Scheme of Examination for Direct Recruitment to the post of Junior Engineer (Electrical)

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

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

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

Syllabus for the above papers will be as follows:

1. Electrical Circuits

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

2. Electrical Measurements

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

3. Control Systems

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



4. Analog and digital electronics

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

5. Electrical Machines

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

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

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

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

6. Power Systems

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

7. Utilization

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

8. Power Electronics and Drives

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



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Note:

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



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4.6.5 Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Civil)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Electrical)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		200 marks

B. Syllabus of the above paper will be same as prescribed in para 4.5.1 above

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.6.6 Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Electrical)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		200 marks

C. Syllabus of the above paper will be same as prescribed in para 4.5.2 above

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.7 Scheme of Examination for Direct Recruitment for Non-Teaching positions in Department of Music

4.7.1 Accompanist –Tanpura, Violin & Sarangi

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

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

Syllabus for the above papers will be as follows:

Written Examination:

1. Basic knowledge of the structure and tuning of Tanpura/Sarangi/Violin.
2. Knowledge of the notation systems laid down by Pt. Vishnu Digamber Paluskar and Pt. V.N. Bhatkhande.
3. Definition of Vadi, Samvadi, Anuvadi, Vivadi, Alap.
4. An outline of the history of Indian Music, origin and development of Dhrupad, Khyal & Thumri.
5. Definition of the following: Sangeet, Nada, Swara, Shuddha, Vikrit (Komal, Teevra), Saptak (Mandra, Madhya, Tara), Aaroah, Avaroha, Raga, Laya, Tala, Sama, Tali, Khali, Matras, Avartana.
6. Description of the following Gharanas – Gwalior, Agra, Jaipur and Kirana Gharanas.
7. Description of the Ragas prescribed in the course.
8. Notation writing of a Chhota Khayal/ Drut Gat.

Skill Assessment:

1. Proficiency in any one of the following instruments:

(i) Tanpura (ii) Sarangi (iii) Violin

2. Eight Tala-baddha Alankaras set to different Chhandas.



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3. Aaroha, Avaroha, Pakad, Vilambit Khayal & Drut Khayal, Vilambit & Drut gat in the following Ragas: Yaman, Bhairav, Bhupali with elaborations in few Todas.
4. The recitation of Thekas of Teen Taal, Keharwa, Dadra and Jhaptal, taal keeping with hand beats.

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 of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.2 Karnatak Instrumental Music –Accompanist – Veena & Violin

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

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

Syllabus for the above papers will be as follows:

Written Examination:

1. Technical terminology – Elementary knowledge of Nada, Sruti, Swara, Swarasthana, Raga, Aroha, Avaroha, Laya, Tala, Anibaddha, Nibaddha
2. Brief Ragalakshana of Mayamalavagaula /Shankarabharana
3. Understanding of basic notation system.
4. Knowledge of different parts of the instrument and basic playing techniques.
5. Technical Terminology – Elementary knowledge of Gamakas, Mela, Janaka –Janya Ragas, Vadi, Samvadi, Anuvadi and Vivadi, Varja, Vakra, Sampoorana
6. Sooladi SaptaTalas and their five Jatis.
7. Knowledge of Musical forms Namavali, Gitam, Varnam, Kriti.
8. Ability to write simple notations in Adi Tala.
9. Knowledge of brief Raga lakshanas of ragas taught.
10. Important contributions of any two:

Veena: Veena Dhanammal, Karaikudi Brothers, Veena Sheshanna, Mysore Doraiswamy Iyengar

Violin: Rajamanikyam Pillai, Mysore Chowdiah, Tirukodikaval Krishna Iyer, Parur Sundaram Iyer.

Skill Assessment:

1. Basic Technique of holding the instrument, plucking/ bowing and fingering.
2. Knowledge of 12 Swarasthanas.
3. Acquaintance with three major speeds – Slow (Vilamba), Medium (Madhya), Fast



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(Druta).

4. Simple Swara exercises – Variation in three speeds.
5. Elementary knowledge of tech terms swara, swarasthana, laya, tala etc.
6. Understanding of different parts of the instrument.
7. Elementary knowledge of tuning Veena/ Violin.
8. One Nottuswara composition of MuthuswamiDikshitar/ Namavali/ or any simple composition in Adi/ RupakaTalam in a Raga of choice.
9. One simple Geetam and a Simple Varnam in Adi/ RupakaTalam in a Raga of choice.
10. Knowledge of brief raga lakshanas of ragas taught.
11. Contribution of Ragamanikyan Pillai and Tirakodikaval Krishna Iyer, Parun Sundaram Iyer.
12. Understanding of basic notation system.
13. Tuning of Veena/Violin instrument opted for.

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 of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.3 Hindustani Instrumental Music-Accompanist – Harmonium

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

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

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief History of Harmonium.
2. Write ten advance Alankars.
3. Drawing sketch of Harmonium with its various parts.
4. Definition of That, Raga, Tala, Naad and its characteristics, Harmony and Melody.
5. Write ten Alankars with finger techniques.
6. Definition of Swar, Saptak, Vadi, Samvadi, Pakad.
7. Description of Ragas prescribed.
8. Write notation of a fast Gat/ Bandish in prescribed Ragas.
9. Notation of Talas with Dugun & Chaugun.

Skill Assessment:

1. Elementary Knowledge of Harmonium, its various parts and various types of Harmoniums and finger techniques.
2. Structural details of Harmonium.
3. Ability to play & write (10) ten Alankars of shuddha&vikritswaras.
4. Ability to write a notation of any fast composition in Bhatkhande's notation system.
5. 15 general alankars with finger techniques in above mentioned ragas.
6. Ability to play fast/Drut compositions with alaap and atleast 10 tanas in one of the following ragas:

a) AlhaiyaBilawal	d) Yaman
b) Bihag	e) Bhupali
c) Malkauns	f) Bhairav



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7. Elementary knowledge of shuddha and vikritswaras, saptak, vadi, samvadi, pakad.
8. Ability to play a dhun in Raga Kafi or Khamaj.
9. Elementary knowledge of Chautala, Jhaptala, Dadra, Teentaal, Ektal & Keherwa.

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 examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.4 Karnatak Percussion Music-Accompanist – Mridangam

Scheme of Examination:

Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

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

Syllabus for the above papers will be as follows:

Written Examination:

1. Technical terminology –Elementary knowledge of all important terms used in practical lessons taught in SEC I-Tattakaram, Chapu, Meetu, Toppi, Varu, Choru.
2. Understanding the concept of Tala, Laya, Gati
3. Understanding of different parts of the instrument.
4. Understanding of basic notation system.
5. Technical terminology – all terms used in the practical lessons taught in SEC II – Mohra, Pharan, Korvai, Arudi, Jaati, Gati.
6. Sulaadi SaptaTalas with Jaatibhedas
7. Contribution of Palghat Mani Iyer & Palani Subramanya Iyer.
8. Understanding of basic notation system.
9. Elementary knowledge of tuning of Mridangam.

Skill Assessment:

1. Basic technique of holding the instrument, sitting posture and fingering techniques.
2. Knowledge of syllables (Ta, Thi, Thom, Nam, Chapu, Din and Da) and their playing style.
3. Pathavarisaikal – Elementary exercises in three speeds- slow, medium, fast.
4. Thattakaram (Chollukkattu) and its importance in learning Mridangam.
5. Different places in producing the syllables of playing Mridangam such as chapu, Meetu, Toppi etc.
6. Understanding the concept of tala and Laya.
7. Understanding of different parts of the instrument.
8. Basic knowledge of Laya, Gati & Sulaadi SaptaTalas with Jaatibhedas.



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9. Elementary knowledge of tuning of Mridangam.
10. Acquaintance of playing Adi/ RupakaTalam.
11. Ability to play Paran, Mohra, Korvai, Arudi.
12. Contribution of Palghat Mani Iyer&PalaniSubramanyaIyer.
13. Understanding of basic notation system.
14. Ability to tune one's own instrument.

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 examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.5 Hindustani Percussion Music- Accompanist – Tabla/Pakhwaj

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

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

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief history of Gharanas of Tabla&Pakhawaj.
2. Brief history of Tabla&Pakhawaj.
3. Write the varnas (Bol) of Tabla&Pakhawaj.
4. Write in notation with Thah, Dugun&Chaugun of Jhaptal and Dhamar.
5. Write in notation of Kayada, Rela, Palta, Tihai and ChakradarTukra/ Param in Jhaptal/ Dhamar.
6. Write in notation with Thah, Dugun&Chaugun of Teental/ Chautal.
7. Brief introduction of RupakTala/ TivraTala.
8. Write in Notation with Thah, Dugun&Chaugun of Dadra and Keharva.
9. Write in notation of Kayada, Rela, Palta, Tihai and ChakradaTukra/ Paran in Teental/ Chautal.
10. Write an essay on Vocal and Instrumental Music.
11. Brief introduction of Ektala/Chautala.

Skill Assessment:

1. Demonstration of theka of Jhaptala/Dhamar in Thah, Dugun and Chaugun by the hand beats.
2. Basic Bols (varnas) of Tabla/ Pakhawaj.
3. Two advance Kayadas/Relas with Paltas&Tihai, two simple tukras/Parans, two chakradartukras/Parans inJhaptala/Dhamar.
4. Theka of Teental/ChautaalwithThah, Dugun, Chaugun and keep the theka by hand beats.



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5. Playing knowledge of Ektala and Rupak in barabarkilaya/Chautala&Teevra.
6. Knowledge of four Kayadas/Relas ,Paltas and Tihai, One Simple and ChakradarTukra/Paran in Teentala/Chautaal.
7. One Kayada each of 'Tirkitataka' and 'Dhirkit' in Teentala/Chautaal.
8. Four variation in Keherwa and Dadra Tala.
9. Elementary knowledge of Keherwa and Dadra Talas/ Tivra&Sooltala.
10. Tuning of Tabla/Pakhawaj.
11. Basic knowledge of vocal and instrumental accompaniment.
12. Elementary knowledge of tuning of Tabla/ Pakhawaj.

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 of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.6 Technical Assistant (Music)

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

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

Syllabus for the above papers will be as follows:

Written Examination:

- Knowledge about the structure of the following musical instruments –
 - Tanpura
 - Harmonium
 - Tabla
 - Sitar
- Knowledge about tuning of the following musical instruments –
 - Tanpura
 - Tabla
 - Sitar
- Knowledge about handling and upkeep of musical instruments
- Knowledge about the sound system and using it.
- Knowledge of different types of electronic instruments and their usage such as Electronic tanpura, Electronic Tabla, Electronic Lehra player etc.

Skill Assessment:

- Proficiency in tuning and handling of the following musical instruments -
 - Tanpura
 - Sitar
- Ability to change the strings in the following musical instruments -
 - Tanpura
 - Sitar



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3. Ability to play the Tanpura.
4. Ability to handle and use electronic instruments
5. Ability to tie frets in fretted instruments.

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 of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.7 Music Attendant

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

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

Syllabus for the above papers will be as follows:

Written Examination:

1. Knowledge about the structure of the following musical instruments –
 - i. Tanpura
 - ii. Harmonium
 - iii. Tabla/Mridangam
 - iv. Sitar
2. Knowledge about handling (storage, transportation & upkeep) of musical instruments
3. Knowledge about the sound system and using it.
4. Knowledge of different types of electronic instruments and their usage such as Electronic tanpura, Electronic Tabla, Electronic Lehra player etc.

Skill Assessment:

1. Elementary knowledge and handling (storage, transportation & upkeep) of the following musical instruments -
 - i. Tanpura
 - ii. Sitar
 - iii. Harmonium
 - iv. Tabla/Mridangam
2. Ability to change the strings in the following musical instruments -
 - i. Tanpura



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- ii. Sitar
3. Ability to handle and use electronic instruments

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 respective post.
3. The minimum 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. 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 no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
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.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8 Miscellaneous Posts not covered above:

4.8.1 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 01, Level 02, Level 03), for example Garden Chowdhary, Work Assistant, Machine Operator, Technician VII, Wireman, Pipefitter, Meter Reader, Work Docker Clerk, Carpenter, Assistant Store Keeper, Telephone Operator, Receptionist, Driver, Dispatch Rider, Caretaker, Junior Mechanic, Assistant Wireman, Assistant Mason, Assistant Pipefitter, Assistant Pump Operator, Balvadi Teacher, Cook, Halwai, Counter Clerk, Senior Program Attendant, Urdu Typist, Binder Grade II, etc
(This will not be applicable to posts which have been marked for outsourcing by the University).

Scheme of Examination:

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

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.



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6. 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.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.8.2 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 04), for example Stenographer, Senior Garden Chowdhary, Proof Reader, Store Assistant, Electrician, Sanitary Inspector, Calligraphist, Technician VI, Program Assistant, Storekeeper, Junior Mechanic, Salesman etc.

Scheme of Examination:

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

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

Note:

- 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.
- 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.
- The minimum 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. 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.
- There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
- Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
- 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.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8.3 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 05), for example Statistical Assistant, Hindi Assistant, Assistant Archivist, Sports Coach, Geologist, Mechanic, Projectionist, Instrument Mechanic, Glass Blower, Mechanic – V, Sr. Instrument Mechanic/Maker, Technician – V, Draftsman, Pharmacist, Mast Mechanic, etc.

Scheme of Examination:

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

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum 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. 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 Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8.4 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'B' (Non Gazette) level (Level 06, Level 07), for example Assistant Manager (Guest House), Security Officer, Assistant Security Officer, Hindi Translator, Legal Assistant, Personal Assistant, Console Operator, Assistant Electronic Engineer, Workshop Technician, Network & System Operator, Physiotherapist, Technician, Social Worker, Draftsman Grade –I, Nurse, X-Ray Technician, Horticulturist, etc.

A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

*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



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

C. Syllabus:

Paper - I:

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(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.



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Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

D. Skill Test:

The skill test 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 languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for 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.



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7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- 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.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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अनुभाग अधिकारी के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SECTION OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
to the present grade : ग्रेड Grade:_____
- वर्तमान पद तथा उस पर नियुक्ति की तिथि
Present post and date of : पद Post_____
appointment thereto : दिनांक Date_____
: दिनांक Date_____
- क्या आप अनुसूचित जाति/अनुसूचित
जनजाति/अ.पि.व. से संबंधित हैं?
Whether the officer belongs to SC/ST/OBC : _____
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has undergone training,
specify.

जारी Contd...P-2/-

भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है,उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

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2. कार्य के जो लक्ष्य/उद्देश्य आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (आ) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

--

(बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर

Signature of the Officer reported upon

भागPART-3

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
(A) Assessment of work output (weightage to this section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted		

ii) कार्य निष्पादन की गुणता Quality of output		
iii) विश्लेषणात्मक योग्यता Analytical ability		
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
‘निर्गत कार्य’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Work Output’		
आद्यक्षर Initials		

(बी)व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30%होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		
iii) अनुशासन का अनुरक्षण Maintenance of Discipline		
iv) संप्रेषण कौशल Communication skills		
v) नेतृत्व गुण Leadership qualities		
vi) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit		
vii) समय-सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule		
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations		
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Personal attributes’		
आद्यक्षर Initials		

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i)नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iii) निर्णय लेने की क्षमता Decision making ability		
iv) समन्वय क्षमता Coordination ability		
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		
vi) पहल शक्ति Initiative		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’		
आद्यक्षर Initials		

सामान्य GENERAL – (भाग PART-4)

- जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) please comment on the officer's accessibility to the public and responsiveness to their needs)

- प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं (संदर्भ: भाग 2 का 3(अ) एवं 3(ब) एवं कमजोर वर्गों के प्रतिअभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref. 3(A) & 3(B) of Part-2 and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

दिनांक Date:.....

Designation: _____

रिपोर्ट की अवधि में

During the period of Report: _____

भाग PART-5

1. पुनर्विलोकन अधिकारी की अभ्युक्तियाँ

REMARKS OF THE REVIEWING OFFICER.

पुनर्विलोकन अधिकारी के अंतर्गत सेवा अवधि

Length of service under the Reviewing Officer

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2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं?[संदर्भ: भाग-3(ए)(iv) तथा भाग-4(5)]

(यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref. Part-3(A) (iv) and Part-4(5)]

(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
---------	---------

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पणी (लगभग **100 शब्दों** में) करें।

Pen picture by Reviewing Officer. Please comments (in about **100 words**) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

--

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि में During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

वरिष्ठ सहायक/सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SENIOR ASSISTANT/ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
- धारित पद का पदनाम
Designation of post held : _____
- क्या अधिकारी अनु.जाति/अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है?
Whether the officer belongs to : _____
Scheduled Caste/S T/OBC?
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
to the present grade
: ग्रेड Grade:_____
- वर्ष के दौरान इयूटी(प्रशिक्षण,छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training,leave etc.)during the year.
If he/she has under gone training,specify.

जारी Contd...P-2/-

स्वमूल्यांकन SELF APPRAISAL –भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है,उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. वर्ष/अवधि के दौरान _____ से _____ तकआपके द्वारा किए गए कार्यों का संक्षिप्त विवरण (विवरण **100 शब्दों** में दिया जाना चाहिए)

Brief resume of the work done by you during the year/period from_____ to_____ (The resume to be furnished should be limited to **100 words**)

--

3. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

--

स्थान Place:.....

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10सबसे अधिक ग्रेड को दर्शाताहै।
Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(ए)निर्गतकार्यका मूल्यांकन (इस भाग का वेटेज**40%** होगा)
(A)Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्य की गुणता Quality of work		
iii) कार्य निष्पादन करने में प्रवीणता अर्थात् निर्धारित रजिस्ट्रों एवं चार्ट्स आदि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.		
‘निर्गत कार्य’ पर कुल मिलाकर ग्रेडिंग (कुल [i से iii]) Overall Grading on ‘Work Output’ (Total [i to iii])		
आद्यक्षर Initials		

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज **30%**होगा)
(B) Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		

iii) अनुशासन को बनाए रखना Maintenance of discipline		
iv) संप्रेषणकौशल Communication skills		
v) विश्लेषणात्मकयोग्यता Analytical ability		
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team		
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline		
viii) परस्पर व्यक्तिगत संबंध Inter personal relations		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल [i से viii]) Overall Grading on ‘Personal Attributes’ (Total [i to viii])		
आद्यक्षर Initials		

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज **30%** होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly		
ii) समन्वय क्षमता Coordination ability		
iii) पहल शक्ति Initiative		
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल [i से iv]) Overall grading on ‘Functional Competency’ (Total [i to iv])		
आद्यक्षर Initials		

नोट Note:संकेतकके प्रत्येक ग्रुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य GENERAL - भाग PART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

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2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

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3. स्वास्थ्य की स्थिति State of Health

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4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

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5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

--

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थानPlace:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांकDate:.....	पदनाम Designation: _____
	प्रतिवेदन की अवधि में During the period of Report: _____

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. पुनर्विलोकन अधिकारी की सेवाअवधि Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्णअसफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं?{संदर्भ: भाग-3 तथा भाग-4(5)} (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? {Ref: Part-3 and Part-4 (5)} (in case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग **100 शब्दों** में) करें।

Pen picture by Reviewing Officer. Please comment (in about **100 words**) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि में During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

तकनीकीअधिकारी/वरिष्ठ तकनीकी सहायक/तकनीकी सहायक/सांख्यिकी सहायक/प्रयोगशाला सहायक के लिए
वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR TECHNICAL OFFICER/SENIOR TECHNICAL ASSISTANT/TECHNICAL ASSISTANT/STATISTICAL ASSISTANT/LABORATORY ASSISTANT

संकाय/विभाग/कार्यालय

FACULTY/DEPARTMENT/OFFICE -----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
to the present grade : ग्रेड Grade:_____
- क्या अधिकारी अनुसूचित जाति/
अ.ज.जा./अ.पि.व. से संबंधित है ?
Whether the officer belongs to : _____
S. C./S. T./OBC?
- वर्तमान पद तथा उस पर नियुक्ति की तिथि
Present post and date of : पद Post_____
appointment thereto : दिनांक Date_____
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण) से अनुपस्थिति की अवधि। यदि उक्त कार्मिक ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on Training, leave etc.) during the year. If he/she has under gone training, specify.

भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है,उसके द्वारा भरा जाए)
(To be filled in by the Officer reported upon)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिमाण/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मंदाँ प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (आ) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्यायों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

--

(बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

--

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

--

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

भाग PART-3

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
(A) Assessment of work output (weightage to this section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्यनिष्पादन की गुणता Quality of output		
iii) विश्लेषणात्मकयोग्यता Analytical ability		
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
‘निर्गत कार्य’ पर कुल मिलाकर ग्रेडिंगOverall Grading on ‘Work Output’		
आद्यक्षर Initials		

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30%होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		
iii) अनुशासन का अनुरक्षण Maintenance of Discipline		
iv) संप्रेषण कौशल Communication skills		
v) नेतृत्व गुण Leadership qualities		
vi) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit		

vii) समय-सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule		
viii)परस्पर व्यक्तिगत संबंध Inter-personal relations		
ix)समग्र छवि एवं व्यक्तित्व Overall bearing and personality		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंगOverall Grading on ‘Personal attributes’		
आद्यक्षर Initials		

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i)नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iii) निर्णय लेने की क्षमता Decision making ability		
iv) समन्वय क्षमता Coordination ability		
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		
vi) पहल शक्ति Initiative		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’		
आद्यक्षर Initials		

सामान्य GENERAL – (भाग PART-4)

1. जनता के साथ भागीदारीRelations with the public (जहाँ लागू होwherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें)please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

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3. स्वास्थ्य की स्थिति State of Health

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4. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

--

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं (संदर्भ: भाग 2 का 3(अ) एवं 3(ब) एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref. 3(A) & 3(B) of Part-2 and attitude towards weaker sections.

--

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

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प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि में During the period of Report: _____

भाग PART-5

1. पुनर्विलोकन अधिकारी की अभ्युक्तियाँ REMARKS OF THE REVIEWING OFFICER.

पुनर्विलोकन अधिकारी के अंतर्गत सेवा अवधि
Length of service under the Reviewing Officer

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2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं?[संदर्भ: भाग-3(ए)(iv) तथा भाग-4(5)]

(यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref. Part-3(A) (iv) and Part-4(5)]

(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
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3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग **100 शब्दों** में) करें।

Pen picture by Reviewing Officer. Please comment (in about **100 words**) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....

नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:.....

पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

संयुक्त कुलसचिव/उप कुलसचिव/सहायक कुलसचिव/प्रशासनिक अधिकारी के लिए वार्षिक कार्यनिष्पादन
मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JOINT REGISTRAR/DEPUTY
REGISTRAR/ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भागPART-I - वैयक्तिक तथ्य PERSONAL DATA

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनामDesignation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
4. धारित स्थायी पद और वर्तमान ग्रेड
Permanent post held and the : _____
present grade
5. शैक्षणिक योग्यताएं
Educational Qualification : _____
6. व्यावसायिक एवं तकनीकी योग्यताएं
Professional & Technical : _____
Qualification.
7. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training,leave etc.)during the year.
If he/she has undergone training,specify.
8. वर्ष के दौरान किये गये प्रशिक्षणकार्यक्रम
Training programmes attended during
the year : _____
9. रिपोर्ट अवधि के दौरान-कार्य-भार
Charges held during the period : _____
under report

जारी Contd...P-2/-

अधिकारी द्वारा स्वमूल्यांकन -भाग-II
SELF APPRIASAL BY THE OFFICER - PART-II

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए, यदि आवश्यक हो तो कृपया अलग से पृष्ठसंलग्न करें।)
(To be filled in by the Officer reported upon, if necessary extra sheet to be used)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

2. कार्य के जो लक्ष्य/उद्देश्य आपने स्वयं अपने लिए निर्धारित किए हैं या आपके लिए निर्धारित किए गए हैं उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मदें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।
(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.
(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य Targets/Objectives/Goal	उपलब्धियाँ Achievements

:: 3::

3. (अA) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

4. (बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

5. कृपया वह विशिष्ट क्षेत्र अंकित करें जिससे आप अपने कार्य कौशल को प्रशिक्षण के माध्यम से निखारना चाहते हैं ।

Please indicate specific area in which you feel the need to upgrade your skill through training programme.

6. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक Date:.....

अधिकारी के हस्ताक्षर **Signature of the Officer**

जारी Contd...P-4/-

प्रतिवेदन अधिकारी द्वारा प्रतिवेदन-भाग-III
REPORT BY THE REPORTING OFFICER - PART-III

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।
Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40%होगा)
Assessment of “Work Output” (weightage to this section would be 40%)

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्य निष्पादन की कोटि Quality of work output		
iii) विश्लेषणात्मक योग्यता Analytical ability		
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
‘निर्गतकार्य’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Work Output’		
आद्यक्षर Initial		

2. व्यक्तिगत विशेषताओं का मूल्यांकन (1-10 के पैमाने पर);इस भाग का वेटेज 30%होगा
Assessment of “Personal Attributes”(on scale of 1-10); weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य की दृष्टिकोण Attitude to work		

ii) जिम्मेदारी का बोध Sense of responsibility		
iii) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit		
iv) संप्रेषण कौशल Communication skills		
v) नेतृत्व गुण Leadership qualities		
vi) अनुशासन का अनुरक्षण Maintenance of Discipline		
vii) समय-सीमा के अंतर्गत कार्य करने की क्षमता Capacity to work in time limit		
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Personal Attributes’		
आद्यक्षर Initial		

3. प्रकार्यात्मक सक्षमता का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज **30%** होगा
Assessment of “Functional Competency” (on scale of 1-10) :weightage to this Section would be **30%**

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		

ii) पहल शक्ति Initiative		
iii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iv) पर्यवेक्षण योग्यता Supervisory ability		
v) निर्णय लेने की क्षमता Decision making ability		
vi) समन्वयक्षमता Coordination ability		
vii) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’		
आद्यक्षर Initial		

3. स्वास्थ्य की स्थिति State of Health

4. अनुसूचित जाति/अनु.जनजाति/ अन्य पिछड़ा वर्ग/शा.वि. श्रेणी के व्यक्तियों के प्रति दृष्टिकोण
Attitudes towards people belonging to SC/ST/OBC/PH Categories:

5. जनसाधारण के संबंध (जहां कहीं लागू हो)
Relations with public (wherever applicable)

6. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

i)	संदेह से परे अथवा, Beyond Doubt; or	
ii)	मेरे संज्ञान मे कोई प्रतिकूल बात नहीं आई है अथवा, Nothing adverse has come to my notice; or	
iii)	चूंकि अधिकारी की सत्यनिष्ठा मे संदेह है, अतः एक गुप्त टिप्पणी संगलन है Since the integrity of the officer is doubtful, a Secret Note is attached herewith.	

7. रिपोर्टिंग अधिकारी द्वारा अंकित शब्द -चित्र जिस अधिकारी की रिपोर्ट लिखी जा रही है उसका उसके समग्र गुणों, सामर्थ्य, कमतर सामर्थ्य एवं कमजोर वर्गों के प्रति व्यवहार सहित मूल्यांकन एवं छोटे खाने मे 01 से 10 के पैमाने पर समग्र श्रेणीकरण (समग्र श्रेणीकरण हर वर्ग के लिए नियत वेटेज के अनुपात के औसत मान के योग के आधार पर किया जाना है।)

Pen-Picture by Reporting Officer (General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the mean value of each group of indications in proportion to the weightage assigned)

8. समग्र श्रेणी (1-10 अंको के हिसाब से) /Overall Grade (on score of 1-10):

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

दिनांक Date:.....

नाम स्पष्ट अक्षरों में
Name in Block letters: _____
पदनाम
Designation: _____

भागPART-IVपुनरीक्षण/Review

1. क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा निर्गत कार्य और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिरूचियों से सहमत नहीं हैं, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आद्याक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes

नहीं No

2. असहमति होने की स्थिति में कृपया इसका कारण बताये, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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3. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करे लगभग 100 शब्दों में जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

--

4. प्रतिवेदन के खंड -III में दिए गए सारांश के आधार पर कुल मिलकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Part-III of the Report.

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पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

नाम स्पष्ट अक्षरों में

दिनांकDate:.....

Name in Block letters: _____

पदनाम

Designation: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।

It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

कनिष्ठसहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JUNIOR ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
3. धारित पद का पदनाम
Designation of post held : _____
4. क्या अधिकारी अनु.जाति/अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है?
Whether the officer belongs to : _____
Scheduled Caste/ST/OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
in the present grade
: ग्रेड Grade:_____
6. वर्ष के दौरान इयूटी(प्रशिक्षण,छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.)during the year.
If he/she has under gone training, specify.

स्वमूल्यांकन SELF APPRAISAL –भाग PART-2

(उस अधिकारीद्वारा भरा जाए,जिसकी रिपोर्ट लिखी जानी है)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरणBrief description of duties:

--

2. _____से _____तक के वर्ष/अवधि के दौरानआपके द्वारा किए गए कार्यों का संक्षिप्तसार-वृत्त (दिया जाने वाला सार-**100 शब्दों** से अधिक न हो)

Brief resume of the work done by you during the year/period from_____to_____ (The resume to be furnished should be limited to **100 words**)

--

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

--

स्थान Place:.....

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर

Signature of the Officer reported upon

रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन- भाग-3 ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियाँ भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. द्वारा प्रत्येकगुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो की 1-10 तक के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड और 10 का तात्पर्य उच्चतम ग्रेड से है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(क) कार्य निष्पादन का मूल्यांकन (इस खंड की तहरीज 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) योजनाबद्ध कार्य/ आबंटित विषयों के अनुसार आबंटित कार्य को पूरा करना Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्य की गुणवत्ता Quality of work		
iii) टंकण में प्रवीणता Proficiency in typing (speed and accuracy)		
iv) कार्य में प्रवीणता, नामतः निर्धारित रजिस्ट्रों और चार्टों इत्यादि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.		
‘कार्य निष्पादन पर’ समय ग्रेडिंग (कुल [i से iv]) Overall Grading on ‘Work Output’ (Total [i to iv])		
आद्याक्षर Initials		

(ख)व्यक्तिगत गुण/विशेषताका मूल्यांकन (इसखंड की तहरीज 30%होगा)

(B)Assessment of Personal attributes (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदिस्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) कार्य की प्रति अभिवृत्ति Attitude to work		
ii) उत्तरदायित्व की भावना Sense of responsibility		
iii) अनुशासन बनाए रखना Maintenance of discipline		
iv) संप्रेषणकौशल Communication skills		
v) विश्लेषणात्मक योग्यता Analytical ability		
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team		
vii) समय सीमा का पालन करने की योग्यता Ability to meet deadline		
viii) अंतर-व्यक्तिगत संबंध Inter personal relations		
‘व्यक्तिगतगुण /विशेषताओं’की समग्र ग्रेडिंग (कुल [i से viii]) Overall Grading on ‘Personal Attributes’ (Total [i to viii])		
आद्याक्षर Initials		

(ग)कार्यात्मक क्षमता का मूल्यांकन (इसखंड की तहरीज 30%होगी)

(C) Assessment of functional competency (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) काम-काज के क्षेत्र में नियमों /विनयमों /पद्धतियों का ज्ञान औरइन्हें सहीतरीके से लागू करने की योग्यता Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly		

ii) समन्वय क्षमता Coordination ability		
iii) पहल शक्ति Initiative		
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer		
‘कार्यात्मक क्षमता’ पर समग्र ग्रेडिंग (कुल [i से iv]) Overall grading on ‘Functional Competency’ (Total [i to iv])		
आद्याक्षर Initials		

नोट Note:समग्र ग्रेडिंग, निर्धारित की गई तहरीज के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य GENERAL-भाग PART-4

1. जनता के साथ संपर्क Relations with the public (जहाँकहीं लागू हो wherever applicable)
(कृपया जनता की अधिकारी तकपहुँच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दे) (Please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधारलाने हेतु भविष्य की दृष्टि से प्रशिक्षणकी सिफारिश दे) Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी कीस त्यनिष्ठा पर टिप्पणी करें Please comment on the integrity of the officer)

5. क्षमताओं और कमतर क्षमताओं, असाधारण उपलब्धियां, महत्वपूर्ण विफलताओं तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारीके समग्र गुणों पर रिपोर्ट लिखने वाले अधिकारी द्वारा की शब्द चित्र (लगभग **100 शब्दों** में) Pen Picture by Reporting Officer (in about **100 words**) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. रिपोर्ट के भाग-III में खंड क,ख और ग में दी गई तहरीज के आधार पर समग्र आंकिक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....	नाम मोटे अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि के दौरान During the period of Report: _____

समीक्षा अधिकारी द्वारा अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. समीक्षा अधिकारी के तहत सेवाकालLength of service under the Reviewing Officer

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2. क्या आपका कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 और भाग-4(5)} (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खंड में आपके लिए दिये गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आद्याक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? {Ref: Part-3 and Part-4 (5)} (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

--

3. असहमति की स्थिति में कारण बताएं।कृपया ऐसा कुछ हैं जिसमें आप संशोधन करना अथवा जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. अ.जा./अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में रिपोर्ट लिखने वाले अधिकारी की अभिवृत्ति

The attitude of the Reporting Officer in assessing the performance of SC/ST officer

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5. समीक्षा अधिकारी द्वारा शब्द चित्र । (लगभग **100 शब्दों** में) कृपया क्षमताओं और कम तर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के **समग्र** गुणों पर टिप्पणी करें।
Pen picture by Reviewing Officer. Please comment (in about **100 words**) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. रिपोर्ट के भाग-3में खंड-क,खंड-ख औरखंड-ग में दी गई तहरीज के आधार पर समय आंकिक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....	नाम मोटे अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि के दौरान During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

मल्टी टासकिंग स्टाफ के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSEMENT REPORT FOR MULTI TASKING STAFF

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : _____
- पदनाम
Designation : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
- क्या अधिकारी अनु.जाति/अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to : _____
Scheduled Caste/S T/OBC?
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
to the present grade : ग्रेड Grade:_____
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.)during the year.
If he/she has under gone training, specify.

स्वमूल्यांकन SELF APPRAISAL –भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

--

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

स्थान Place:.....

दिनांक Date:.....

प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3

ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(ए) निर्गतकार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
1	2	3
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of work allotted as per subjects allotted		
ii) कार्य निष्पादन की कोटि Quality of work output		
iii) क्या वह मशीन/ स्टोर का ज्ञान रखता है। Does he/she know the machine/ store		
iv) क्या वह नियमित रूप से मशीन/ स्टोर/भवन को ठीक रखता है Does he/she maintain the machine/ store/ building properly and regularly.		
v) क्या वह सफाई करता है और चार्ट, दृश्य स्लइड/ भंडारण आइटम/ परिसर की देखभाल करता है Does he/she clean and takes care of chart, visual slides/ storage items/ premises.		
vi) किए गए अप्रत्याशित कार्य/अपवादात्मक कार्य की परिपूर्णता Accomplishment of exceptional work/unforeseen tasks performed		
‘निर्गत कार्य’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Work Output’		
आद्यक्षर Initials		

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		

iii) Regularity and Punctuality नियमितता और समय की पाबंदी		
iv) अनुशासन को बनाए रखना Maintenance of discipline		
v) संप्रेषण कौशल Communication skills		
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team		
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline		
viii) परस्पर व्यक्तिगत संबंध Inter -personal relations		
ix) Clean use of uniform		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल [i से ix])Overall Grading on ‘Personal Attributes’ (Total [i to ix])		
आद्यक्षर Initials		

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly		
ii) समन्वय क्षमता Coordination ability		
iii) पहल शक्ति Initiative		
iv) कंप्यूटर पर कार्य करने में प्रवीणता, जहां पर उपलब्ध हो Proficiency in working on computer, wherever available		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल [i से iv])Overall grading on ‘Functional Competency’ (Total [i to iv])		
आद्यक्षर Initials		

नोट Note: संकेतक के प्रत्येक गुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned

सामान्य GENERAL-भाग PART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल होPen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थानPlace:.....

नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांकDate:.....

पदनाम
Designation: _____

प्रतिवेदन की अवधि में
During the period of Report: _____

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. पुनर्विलोकन अधिकारी की सेवा अवधिLength of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 तथा भाग-4(5)} (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? {Ref: Part-3 and Part-4 (5)} (in case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries):

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग **100 शब्दों** में) करें।

Pen picture by Reviewing Officer. Please comment (in about **100 words**) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....

नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:.....

पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण “शून्य” लिया जायेगा।
APARs graded below 4 will be given a score of “Zero”.

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



Tel : 27667725/1161 Extn.
Fax : 27667139
UNIVERSITY OF DELHI,
MAIN CAMPUS,
DELHI - 110007.

CB-II/Roster/Advt/KC/2021/Q9

09.04.2021

The Acting Principal,
Kalindi College,
East Patel Nagar,
New Delhi-110008

Sub: Approval of 100-point vacancy based PwBD roster for non-teaching positions.

Madam,

This has reference to your letter No.KC/NTS/3039 dated 31.03.2021 addressed to the PWD Nodal Officer, University of Delhi on the above noted subject.

In this connection, I am directed to return herewith the PwD Roster duly verified by the Nodal Officer (PWD) and approved by the Competent Authority.

Yours sincerely,

Assistant Registrar (Colleges)

Encl: As above.

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Librarian, Administrative Officer, Director of Physical Education

Category: Group A

7th CPC Pay Matrix Table Level 10: Rs. 56,100 – Rs. 1,77,500 (for Administrative Officer)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/ Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
1	30-Sep-02	Librarian	1/1	A	LV	OA, BA, OL, BL, OAL, LC, DW, AAV	D, HH	ASD (M), SLD, MI	UR/ Reserved for LD	Filled	29-Sep-06	KARNIKA GAUR	No	To be utilized at point no. 1/3
2	1-Sep-07	Administrative Officer	1/2	A	B, LV	OA, BA, OL, BL, OAL, BLDA, BLA, CP, LC, DW, AAV, Mdy	D, HH	MI	UR	Filled	9.12.2011	NOORUL HAQ	No	Went on lien w.e.f 01.01.2019
3	24-Dec-10	Administrative Officer	1/3	A	B, LV	OA, BA, OL, BL, OAL, BLDA, BLA, CP, LC, DW, AAV, Mdy	D, HH	MI	UR	Vacant				To be adjusted against point no. 1/1.
4	5-Jul-17	Director of Physical Education	1/4	A	NO	NO	NO	NO	UR	Vacant				
5	5-Jul-17	Director of Physical Education	1/5	A	NO	NO	NO	NO	UR	Vacant				

Dr. Anil Kumar
PWD Liaison Officer

Dr. Anil K. Aneja
Nodal Officer
Reservation for Person with Disabilities (PWDs)
University of Delhi
Delhi-110007 / Delhi-110007

Dr. Naina Hasija
Actg. Principal
Principal
Kalindi College
New Delhi-110007

The earlier roster of this College in respect of group-A non-teaching vacancies was approved on 18/3/2015. This updated roster is approved as per information provided by the College. Appointments of persons with Benchmark Disabilities on non-teaching vacancies, group-A (including backlog, if any) may be made as per this roster and the same may be updated on a regular basis.

Advertisements/Corrigendum's in respect of non-teaching vacancies may be submitted to the Nodal Officer, PWD, Delhi University for approval before issuance.

ANIL

31/3/2021

डॉ. अनिल के. अणेजा / Dr. Anil K. Anreja
नोडल अधिकारी / Nodal Officer
विकासीय व्यक्तियों के लिए आरक्षण
Reservation for Person with Disabilities (PWDS)
दिल्ली विश्वविद्यालय / University of Delhi
दिल्ली-110007 / Delhi-110007

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Section Officer, Sr. Personal Assistant, Sr. Assistant, Sr. Technical Assistant, Scientific Assistant, Professional Assistant

Category: Group B, w.e.f. 16.07.1994 till date

7th CPC Pay Matrix Table Level: Level 6 (35,400 to 1,12,400) to Level 7 (44,900 to 1,42,400)

Sl.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category / Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
1	Available as vacant on 16/07/1994	Sr. Technical Assistant (Computer)	1/1	B	LV	OA, OL, LC, Dw, AAV	D, HH	ASD (M), SLD, MI	UR/ Reserved for VI	Filled	17-Jul-96	Mamta Sachdeva		Utilized at Point No.: 1/4
2	15-Apr-96	Sr. Technical Assistant (Computer)	1/2	B	LV	OA, OL, LC, Dw, AAV	D, HH	ASD (M), SLD, MI	UR	Filled	13-May-02	Asha		
3	1-Jan-03	Sr. Assistant	1/3	B	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD, SLD, MI	UR	Filled	28-Dec-15	Deepak Nath	VI	Adjusted against Point No.: 1/1
4	31-Dec-04	Professional Assistant	1/4	B	LV	OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV	D, HH	ASD (M), SLD, MI	UR	Filled	30-Jun-12	Bhawna Munjal		
5	01.04.2007	Senior Personal Assistant	1/5	B	B, LV	OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV	HH	MI	UR	Vacant				
6	24-Dec-10	Sr. Technical Assistant (Computer)	1/6	B	LV	OA, OL, LC, Dw, AAV	D, HH	ASD (M), SLD, MI	UR	Vacant				

Dr. Anjali Kumar
PWD Liaison Officer

डॉ. अनिल के. अनेजा / Dr. Anil K. Aneja
नोडल अधिकारी / Nodal Officer
विशेषज्ञ व्यक्तिओं के लिए आरक्षण
Reservation for Person with Disabilities (PWDs)
विश्वी विश्वविद्यालय / University of Delhi
दिल्ली-110007 / Delhi-110007

Dr. Naina Hasija
Actg. Principal

New Delhi-110008

The earlier roster of this College in respect of group-B non-teaching vacancies was approved on 18/3/2015. This updated roster is approved as per information provided by the College. Appointments of persons with Benchmark Disabilities on non-teaching vacancies, group-B (including backlog, if any) may be made as per this roster and the same may be updated on a regular basis.

Advertisements/Corrigendum's in respect of non-teaching vacancies may be submitted to the Nodal Officer, (PwD), Delhi University for approval before issuance.

ANIL 5/3/2024
डॉ. अनिल के अनेजा / Dr. Anil K. Aneja
नोडल अधिकारी / Nodal Officer
विकासीय व्यक्तियों के लिए आरक्षण
Reservation for Person with Disabilities (PWDs)
दिल्ली विश्वविद्यालय / University of Delhi
दिल्ली-110007 / Delhi-110007

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kulini College, University of Delhi

Name of the Post: Sr. Semi Professional Assistant, Assistant, Laboratory Assistant, Workshop Mechanic, Table Accompanist, Library Assistant, Junior Assistant, Waiter/Waitress, Attendant, Chowkidar, Male, Driver, Safai

Category: Group C (including Expendable Group IX) w.e.f. 01.01.2006 till date

7th CPC Pay Matrix Table Level: Level 1 (18,00 to 56,900) to Level 5 (29,200 to 92,500)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
1	Available as vacant on 16.7.1994	Laboratory Attendant	1/1	C	LV	OL, CP, LC, DW, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR/Reserved for HI	Filled	14-Aug-07	Gaurav Bharti (Botany)	No	Utilized at Point No. 1/4 Appointed as SC
2	Available as vacant on 16.7.1994	Laboratory Attendant	1/2	C	LV	OL, CP, LC, DW, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	OBC	Filled	7-Dec-07	Nam (Chemistry)	No	Appointed as UR
3	Available as vacant on 16.7.1994	Library Attendant	1/3	C	LV	OA, OL, BL, CP, LC, DW, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	OBC	Filled	23-Dec-15	Rajinder Meena	No	Appointed as ST
4	Available as vacant on 16.7.1994	Library Attendant	1/4	C	LV	OA, OL, BL, CP, LC, DW, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	28-Dec-15	Shekhawat Hussain	HI	Adjusted against Point No. 1/1 Resigned on 24.8.2016 Appointed as OBC
5	31-Oct-96	Caretaker	1/5	C	LV	OA, BA, OL, OAL, CP, LC, DW, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	26-Jul-00	N.K. Bhardwaj	No	Promoted on 7.8.2015
6	20-Apr-97	Junior Assistant	1/6	C	B, LV	OA, BA, BL, OL, OAL, CP, LC, DW, AAV, MIN	D, HH	ASD (M), SLD, MI	UR	Filled	21.04.1997	Vikas Sharma	No	Promoted on 11.8.2003
7	29-Aug-97	Laboratory Assistant	1/7	C	LV	OA, OL, OAL, CP, LC, DW, AAV	D, HH	ASD (M, MoD), SLD, MI	UR	Filled	29-Aug-97	Anand Singh Bishu (Physics)	No	

Dr. ANIL KUMAR
PWD Liaison Officer

Dr. Anil K. Anuja
Nodal Officer
Reservation for Person with Disabilities (PWDs)
University of Delhi
Delhi-110007

Principal
Kulini College
Dr. NARVA HAS
Arts, Science

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Workshop Mechanic, Table Accompanist, Library Assistant, Junior Assistant, Watch Worman, Attendant, Chowkidar, Mali, Driver, Safai

Category: Group C (including Firstwide Group D), w.e.f. 01.01.2006 till date

7th CPC Pay Matrix Table Level: Level 1 (18,000 to 26,900) to Level 5 (29,200 to 92,500)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
8	20-Aug-97	Laboratory Attendant	I/8	C	LV	OL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	7-Jun-06	Rajesh (Physics)	No	
9	1-Sep-98	Driver	I/9	C	LV	OL, LC, Dv, AAV	D, HH	ASD (M), SLD	UR	Filled	25-07-2000	Jarwal	No	
10	17-Aug-99	Laboratory Attendant	I/10	C	LV	OL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	14-Aug-07	Prakash Dhar (Chemistry)	No	Appointed as SC
11	1-May-01	Laboratory Assistant	I/11	C	LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	8-May-01	Ashok Kumar (Chemistry)	No	
12	10-May-01	Laboratory Attendant	I/12	C	LV	OL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	EWS	Filled	7-Dec-07	Deepak Arora (Physics)	No	Appointed as UR
13	9-Jul-01	Junior Assistant	I/13	C	B, LV	OA, BA, BL, OL, OAL, CP, LC, Dv, AAV, MDy	D, HH	ASD (M), SLD, MI	OBC	Filled	7-Jan-06	Hemant Lamba	No	Promoted on 11.5.2012 Appointed as UR
14	16-Dec-01	Laboratory Attendant	I/14	C	LV	OL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	14-Aug-07	Sushma Devi (Zoology)	No	Appointed as SC
15	3-Jun-02	Laboratory Attendant	I/15	C	LV	OL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	2-Feb-09	Rajender Kumar (Physics)	No	Appointed as SC
16	28-Sep-02	Office Attendant	I/16	C	B, LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	21-Jun-06	D.P. Triwan	No	
17	11-Aug-03	Junior Assistant	I/17	C	B, LV	OA, BA, BL, OL, OAL, CP, LC, Dv, AAV, MDy	D, HH	ASD (M), SLD, MI	UR	Filled	27-Aug-12	Narender Thakur	No	Resigned on 20.10.15

Dr. ANJANI KUMAR,
PWD Liaison Officer

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University of Delhi
Delhi-110007 / Delhi-110007

Principal
Kalindi College
East Park
Dr. NAINA HASIA

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Workshop Mechanic, Tabla Accompanist, Library Assistant, Junior Assistant, Water Woman, Attendant, Chowkidar, Mali, Driver, Sufai

Category: Group C (including erstwhile Group D), w.e.f. 01.01.2006 till date.

7th CPC Pay Matrix Table Level 1 (18,00 to 56,900) to Level 5 (29,200 to 93,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
18	1-May-04	Semi Professional Assistant	1/18	C	H.I.V	OA, BA, OL, DAL, CP, LC, D, AAV, MDs	D, HI	ASD (M, ID), SLD, MI	UR	Filled	23-Mar-18	Jagdish	No	
19	1-Mar-05	Laboratory Attendant	1/19	C	LV	OL, CP, LC, D, AAV	D, HI	ASD (M, MoD), ID, SLD, MI	ST	Filled	7-Dec-07	Soni (Zoning)	No	Appointed as UR
20	1-Nov-05	Library Attendant	1/20	C	LV	OA, OL, HI, CP, LC, D, AAV	D, HI	ASD (M, MoD), ID, SLD, MI	EWS	Vacant				
21	1-Jan-06	Chowkidar	1/21	C	LV	OA, OL, HI, CP, LC, D, AAV	D, HI	ASD (M), SLD, MI	UR	Vacant				
22	1-Jun-06	Laboratory Attendant	1/22	C	LV	OL, CP, LC, D, AAV	D, HI	ASD (M, MoD), ID, SLD, MI	UR	Filled	10-Dec-07	Satyabr Singh (Chemistry)	No	Expired on 26-9-2012
23	1-Jun-06	Laboratory Attendant	1/23	C	LV	OL, CP, LC, D, AAV	D, HI	ASD (M, MoD), ID, SLD, MI	OBC	Filled	2-Feb-09	Yashvati Bhatnagar (Physics)	No	Appointed as SC
24	7-Jun-06	Office Attendant	1/24	C	H.I.V	OA, OL, DAL, CP, LC, D, AAV	D, HI	ASD (M, MoD), ID, SLD, MI	UR	Filled	21-Jun-06	Kapil Dev	No	
25	10-Aug-06	Junior Assistant	1/25	C	H.I.V	OA, BA, OL, DAL, CP, LC, D, AAV, MDs	D, HI	ASD (M), SLD, MI	SC	Filled	27-Aug-17	Chander Shaker Sreyavathi	No	Appointed as OBC

Anil K. Aneja
31.3.21

Dr. ANAND KUMAR
PWD Liaison Officer

Anil

Dr. Anil K. Aneja
Nodal Officer
विशेष अधिकारी
Reservation for Person with Disabilities (PWDs)
दिल्ली विश्वविद्यालय / University of Delhi
दिल्ली-110007 / Delhi-110007

Nandini

Principal
Kalindi College
East Campus
University of Delhi

Dr. Nandini

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Senior Professional Assistant, Assistant, Laboratory Assistant, Workshop Mechanic, Table Accompanist, Library Assistant, Junior Assistant, Water Woman, Attendant, Chowkidar, Muli, Driver, Safai

Category: Group C (including Erstwhile Group D), w.e.f. 01.01.2006 till date

7th CPC Pay Matrix Table Level: Level 3 (18,00 to 56,900) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment (Govt. of India on 04.01.2021)				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
26	1-Nov-06	Laboratory Attendant	1/26	C	1A	OE, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR/Reserved for LD	Filled	10-Dec-07	Prabhakar Mishra (Botany)	No	Utilized at point no. 1/29
27	20-Aug-07	Office Attendant	1/27	C	B, LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	19-Jan-09	Suman Raj	No	
28	11-Dec-07	Office Attendant	1/28	C	B, LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	1-Jan-07	Rakush	No	
29	11-Dec-07	Office Attendant	1/29	C	B, LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	19-Jan-09	Sandeep	No	
30	12-Dec-07	Office Attendant	1/30	C	B, LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	19-Jan-09	Dinesh K Mishra	No	
31	15-Dec-07	Office Attendant	1/31	C	B, LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	19-Jan-09	Rustam Haid	No	
32	18-Dec-08	Laboratory Attendant	1/32	C	1A	OE, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	2-Feb-09	Bhuvan Chandra (Chemistry)	No	
33	16-Dec-08	Office Attendant	1/33	C	B, LV	OA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Filled	23-Jan-09	Anil Singh	No	
34	16-Dec-08	Library Attendant	1/34	C	1A	OE, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Vacant				

Dr. ANJANI KUMAR
PWD Union Officer

Dr. Anil K. Anuja
Nodal Officer
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University of Delhi
Delhi-110007

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Dr. NAINA HAS
Acad. Officer

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kirti College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Workshop Mechanic, Tabla Accompanist, Library Assistant, Junior Assistant, Water Woman, Attendant, Chowkidar, Mali, Driver, Safai

Category: Group C (including Fast-track Group D), w.e.f. 01.01.2006 till date

7th CPC Pay Matrix Table Level: Level 1 (18,00 to 36,000) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
35	18-Jan-09	Chowkidar	1/35	C	LV	OA, OL, HL, CP, LC, Dw, AAV	D, HH	ASD (M), SLD, MI	UR	Vacant				To be filled on Outsourced Basis
36	01-05-2009	Library Assistant	1/36	C	LV	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M), ID, SLD, MI	UR	Filled	23-Mar-18	Suresh Tripathi	No	
37	1-Jun-10	Museum Curator	1/37	C	LV	OL, CP, LC, Dw, AAV	D, HH	ASD (M), ID, SLD, MI	UR	Vacant				
38	24-Dec-10	Assistant	1/38	C	H, LV	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	Filled	29-Dec-15	Sanjay Kumar	No	
39	24-Dec-10	Caretaker	1/39	C	H, LV	OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M), SLD, MI	UR	Filled	15-Jun-12	Hemant Nanda	LD	Adjusted against Point No. 1/26
40	24-Dec-10	Calligraphic Assistant	1/40	C	No	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M), SLD, MI	UR	Vacant				
41	24-Dec-10	Laboratory Attendant	1/41	C	LV	OL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	SC	Filled	23-Dec-15	Shish Kumar (Computer Science)	No	Appointed as OBI
42	24-Dec-10	Library Attendant	1/42	C	LV	OA, OL, HL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	OBC	Vacant				

Dr. ANJANA KUMAR
PWD Liaison Officer

Dr. Anil K. Aneja
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University of Delhi
Delhi-110007 / Delhi-110007

Dr. NAINA
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RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kailash College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Workshop Mechanic, Table Accompanist, Library Assistant, Junior Assistant, Water Woman, Attendant, Chowkidar, Mali, Driver, Safai

Category: Group C (Including erstwhile Group D), w.e.f. 01.01.2006 till date

7th CPC Pay Matrix Table Level: Level 1 (18,00 to 56,900) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
43	24-Dec-10	Library Attendant	1/43	C	I.V	OA, OL, BL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Vacant				
44	1-Aug-11	Library Attendant	1/44	C	I.V	OA, OL, BL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	ST	Vacant				
45	30-Mar-12	Workshop Mechanic	1/45	C	B, LV	OA, BA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M), ID, SLD, MI	UR	Vacant				To be filled on outsourced basis.
46	1-Apr-12	Library Attendant	1/46	C	I.V	OA, OL, BL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Vacant				
47	11-May-12	Junior Assistant	1/47	C	B, LV	OA, BA, BL, OL, OAL, CP, LC, Dv, AAV, MDy	D, HH	ASD (M), SLD, MI	OBC	Filled	27-Aug-12	Sasda Jabin	No	Terminated/ 06.05.2013
48	27-Sep-12	Laboratory Attendant	1/48	C	I.V	OL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Vacant (Chemist ry)				
49	6-May-13	Junior Assistant	1/49	C	B, LV	OA, BA, BL, OL, OAL, CP, LC, Dv, AAV, MDy	D, HH	ASD (M), SLD, MI	UR	Filled	23-Mar-18	Jatin Kumar	No	Appointed as SC
50	1-Jul-13	Table Accompanist	1/50	C	B, LV	OA, BA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M), ID, SLD, MI	UR	Vacant				

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Dr. NARAIN HAS

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kinnari College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Workshop Mechanic, Table Accompanist, Library Assistant, Junior Assistant, Water Woman, Attendant, Chowkidar, Muli, Driver, Safai

Category: Group C (including Erythro Group D), w.e.f. 01.01.2000 till date

7th CPC Pay Matrix Table Level: Level 1 (18,000 to 56,900) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/ Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	Whether filled or vacant	If filled name of the person appointed and date of appointment		Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability			Date of Appointment	Name		
51	2-Jun-14	Laboratory Attendant	1/51	C	LV	OL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	OBC/ Reserved for III	Filled	18-Dec-15	Sonu Kumar (Geography)	No	To be utilized at Point No. 1/52
52	1-Jul-15	Library Attendant	1/52	C	LV	OA, OL, BL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	Vacant				To be adjusted against point no. 1/51
53	7-Aug-15	Junior Assistant	1/53	C	H, LV	OA, BA, BL, OL, OAL, CP, LC, Dv, AAV, MDy	D, HH	ASD (M), SLD, MI	EWS	Vacant				
54	20-Oct-15	Junior Assistant	1/54	C	H, LV	OA, BA, BL, OL, OAL, CP, LC, Dv, AAV, MDy	D, HH	ASD (M), SLD, MI	UR	Vacant				
55	25-Aug-16	Library Attendant	1/55	C	LV	OA, OL, BL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	OBC	Vacant				

The earlier roster of this College in respect of group-C non-teaching was approved on 18/3/2015. This updated roster is approved as per information provided by the College. Appointments of persons with Benchmark Disabilities on non-teaching vacancies, group-C (including backlog, if any) may be made as per this roster and the same may be updated on a regular basis.

Advertisements/Corrigendum's in respect of non-teaching vacancies may be submitted to the nodal officer, PwD, Delhi University for approval before issuance.

ANIL
31/3/2024

डॉ. अनिल के. अनेजा / Dr. Anil K. Aneja
नोडल अधिकारी / Nodal Officer
व्यक्तियों के लिए आरक्षण
Reservation for Person with Disabilities (PWDs)
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दिल्ली-110007 / Delhi-110007

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Semi-Professional Assistant, Assistant, Laboratory Assistant, Library Assistant, Junior Assistant

Category: Group C, w.e.f. 16.07.1994 till date

7th CPC Pay Matrix Table Level: Level 2 (19,900 to 63,200) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	If filled name of the person promoted and date of Promotion		Promoted from (Name of Post)	Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability		Date of Promotion	Name			
1	16.07.1994	Assistant	01	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dsc, AAV, Mdy	D, III	ASD (M, MoD), SLD, MI	UR/ Reserved for LD	15.04.1997	Satish Kumar	Junior Assistant	No	To be utilized on the first available UR vacancy on the post of Assistant Retired on 31.01.2006
2	16.07.1994	Assistant	02	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dsc, AAV, Mdy	D, III	ASD (M, MoD), SLD, MI	UR	27.07.2000	H.K. Srivastava	Junior Assistant	No	Promoted on 21.11.2006
3	16.07.1994	Assistant	03	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dsc, AAV, Mdy	D, III	ASD (M, MoD), SLD, MI	UR	2.8.2000	Antony A.J.	Junior Assistant	No	Retired on 31.08.2007
4	16.07.1994	Assistant	04	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dsc, AAV, Mdy	D, III	ASD (M, MoD), SLD, MI	SC	9.07.2001	N.C. Gupta	Junior Assistant	No	VRS on 10.03.2006. Promoted by UR
5	16.07.1994	Assistant	05	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dsc, AAV, Mdy	D, III	ASD (M, MoD), SLD, MI	UR	11.08.2003	Vikas Sharma	Junior Assistant	No	Promoted on 3.4.2002

Dr. ANIL KUMAR
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ANIL
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दिल्ली-110007 / Delhi-110007

Principal
Kalindi College
East Campus
New Delhi-110003

Dr. NAR
ACTE

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Library Assistant, Junior Assistant

Category: Group C, w.e.f. 16.07.1994 till date

7th CPC Pay Matrix Table Level: Level 2 (19,900 to 63,200) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	If filled name of the person promoted and date of Promotion		Promoted from (Name of Post)	Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability		Date of Promotion	Name			
6	16.07.1994	Guestiner Operator	16	C	LV	OA, OL, OAL, LC, Dw, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	10.05.1995	Anoop Singh	Daftri	No	Retired on 30.06.2005
7	10.05.1995	Daftri	17	C	B, LV	OA, BA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	10.05.1995	Pratim Kumar	Office Attendant	No	Promoted on 14.08.2007
8	2-Aug-00	Junior Assistant	18	C	B, LV	OA, BA, HL, OL, OAL, CP, LC, Dw, AAV, MDs	D, HH	ASD (M), SLD, MI	UR	19-Sep-01	Sanjay Kumar	Office Attendant	No	Promoted on 10.08.2006, Promoted as SC
9	10-May-01	Laboratory Assistant	19	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR	10-May-01	Rekha (Physics)	Laboratory Attendant	No	Appointed as SC
10	9-Jul-01	Junior Assistant	110	C	B, LV	OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, MDs	D, HH	ASD (M), SLD, MI	SC	19-Sep-01	R.S. Tiwari	Office Attendant	No	Retired on 31.07.2009
11	28-Feb-02	Laboratory Assistant	111	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Physics)			
12	1-Jun-02	Laboratory Assistant	112	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	SC	3-Jun-02	Anand Ram Arya (Physics)	Laboratory Attendant	No	
13	28-Feb-03	Laboratory Assistant	113	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Zoology)			
14	01.07.2005	Guestiner Operator	114	C	LV	OA, OL, OAL, LC, Dw, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	6.06.2006	Krishnamani	Daftri	No	Retired on 31.03.2007

Dr. ANJAN KUMAR
PWD Liaison Officer

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Delhi-110007

Dr. NAINA
Principal
Kalindi College
Actg. P

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Library Assistant, Junior Assistant

Category: Group C, A & E, 16.07.1984 till date

7th CPC Pay Matrix Table Level: Level 2 (19,900 to 63,200) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	If filled name of the person promoted and date of Promotion		Promoted from (Name of Post)	Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability		Date of Promotion	Name			
15	31-Jul-05	Library Assistant	1/15	C	EV	OA, BA, OL, BL, OAL, CP, LC, Dv, AAV, Mdy	D, HH	ASD (M), ID, SLD, MI	UR		Vacant			
16	1.02.2006	Assistant	1/16	C	R, LV	OA, BA, OL, BL, OAL, CP, LC, Dv, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	10.08.2006	Sanjay Kumar	Junior Assistant	No	Promoted on 03.04.2012 Promoted as SC
17	11.03.2006	Assistant	1/17	C	R, LV	OA, BA, OL, BL, OAL, CP, LC, Dv, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	11.05.2012	Hemant Lamba	Junior Assistant	No	Relieved w.e.f on 4.06.2013
18	6.06.2006	Daftri	1/18	C	R, LV	OA, BA, OL, OAL, CP, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	7.06.2006	Laxmi	Office Attendant	No	Promoted on 11.05.2012
19	10-Aug-06	Junior Assistant	1/19	C	R, LV	OA, BA, BL, OL, OAL, CP, LC, Dv, AAV, Mdy	D, HH	ASD (M), SLD, MI	UR	18-Dec-08	Devender	Office Attendant	No	Promoted on 07.08.2015 Promoted as SC
20	22.11.2006	Assistant	1/20	C	R, LV	OA, BA, OL, BL, OAL, CP, LC, Dv, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	7.08.2015	N K Bhardwaj	Junior Assistant	No	
21	01.04.2007	Foreman Operator	1/21	C	LV	OA, OL, OAL, LC, Dv, AAV	D, HH	ASD (M, MoD), ID, SLD, MI	UR	14.08.2007	Pritam Kumar	Daftri	No	Retired on 30.10.2010

Dr. ANISH KUMAR
PWd Officer

Dr. Anil K. Aneja / Dr. Anil K. Aneja
नोडल अधिकारी / Nodal Officer
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Dr. NAINA H
Actg. P.H.

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: K. J. Somaiya College, University of Delhi

For Promotions

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Library Assistant, Junior Assistant

Category: Group C, w.e.f. 16.07.1994 till date

7th CPC Pay Matrix Table Level: Level 2 (19,900 to 67,200) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	If filled name of the person promoted and date of Promotion		Promoted from (Name of Post)	Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability		Date of Promotion	Name			
22	15.08.2007	Datta	1/22	C	B, LV	OA, BA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR	11.12.2007	Rashid Khan	Office Attendant	No	
23	01.09.2007	Assistant	1/23	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	7.08.2015	Devender	Junior Assistant	No	
24	31-Dec-07	Laboratory Assistant	1/24	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Chemistry)			
25	1-Dec-08	Laboratory Assistant	1/25	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	SC	10-Dec-08	Yash Pal (Chemistry)	Laboratory Attendant	No	Appointed as SC
26	1-Aug-09	Junior Assistant	1/26	C	B, LV	OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M), SLD, MI	SC/ Reserved for HI		Vacant			To be utilized at point no. 1/35
27	11-Aug-09	Laboratory Assistant	1/27	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Botany)			
28	31-Dec-09	Laboratory Assistant	1/28	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Botany)			
29	30-Jan-10	Laboratory Assistant	1/29	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Botany)			
30	01.11.2010	Guesthouse Operator	1/30	C	LV	OA, OL, OAL, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR	11.05.2012	Laxmi	Datta	No	Retired on 31.05.2015

(1) ANAND KUMAR
PWDS Liaison Officer

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नोडल अधिकारी / Nodal Officer
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Dr. NAMIA RAZ
Actg. Princ.
New Delhi-110033

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kalindi College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Library Assistant, Junior Assistant

Category: Group C, w.e.f. 16.07.1994 till date

7th CPC Pay Matrix Table Level: Level 2 (19,900 to 63,200) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	If filled name of the person promoted and date of Promotion		Promoted from (Name of Post)	Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability		Date of Promotion	Name			
31	24-Dec-10	Laboratory Assistant	I/31	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Chemistry)			
32	24-Dec-10	Laboratory Assistant	I/32	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Physics)			
33	24-Dec-10	Laboratory Assistant	I/33	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	SC		Vacant (Physics)			
34	24-Dec-10	Laboratory Assistant	I/34	C	LV	OA, OL, OAL, CP, LC, Dw, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Zoology)			
35	24-Dec-10	Library Assistant	I/35	C	LV	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M), ID, SLD, MI	UR		Vacant			To be adjusted against point no. 1/26
36	24-Dec-10	Semi Professional Assistant	I/36	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M), ID, SLD, MI	UR		Vacant			
37	4.4.2012	Assistant	I/37	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	28.12.2015	Asha Rawat		No	No Person was eligible in the Feeder Cadre at the time, thus, filled through Df.

[Signature]
Dr. ANJANA KUMAR
PwD Liaison Officer

[Signature]
Dr. Anil K. Aneja
नोडल अधिकारी / Nodal Officer
विकास एवं विधायी के लिए उपस्थित
Reservation for Person with Disabilities (PWDS)
दिल्ली विश्वविद्यालय / University of Delhi
दिल्ली-110007 / Delhi-110007

[Signature]
Principal
Dr. NAINA HASIA
Actg. Principal

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES FOR APPOINTMENTS

Name of the Organization: Kailash College, University of Delhi

Name of the Post(s): Semi Professional Assistant, Assistant, Laboratory Assistant, Library Assistant, Junior Assistant

Category: Group C, w.e.f. 16.07.1994 till date

7th CPC Pay Matrix Table Level: Level 2 (19,900 to 63,200) to Level 5 (29,200 to 92,300)

S.No.	Date & Year of Occurrence of the Vacancy	Name of Post	Cycle No. & Point	Category/Cadre	Whether identified for Visual Impairment, Locomotor Disability, Hearing Impairment and Other Benchmark Disability as per the Identification list issued by the Ministry Social Justice and Empowerment Govt. of India on 04.01.2021				Unreserved or Reserved	If filled name of the person promoted and date of Promotion		Promoted from (Name of Post)	Whether the person appointed is VI, LD, HI or Other Benchmark Disability	Remarks
					VI	LD	HI	Other Benchmark Disability		Date of Promotion	Name			
38	4-4-2012	Assistant	1/38	C	B, LV	OA, BA, OL, BL, OAL, CP, LC, Ds, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	29.12.2015	Bharti		No	No Person was eligible in the Feeder Cadre at the time, thus, filled through DR
39	12.5.2012	Dafti	1/39	C	B, LV	OA, BA, OL, OAL, CP, LC, Ds, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant			To be filled on outsourced basis
40	5.6.2013	Assistant	1/40	C	H, LV	OA, BA, OL, BL, OAL, CP, LC, Ds, AAV, Mdy	D, HH	ASD (M, MoD), SLD, MI	UR	29.12.2015	Kalpna		No	No Person was eligible in the Feeder Cadre at the time, thus, filled through DR
41	31-May-14	Laboratory Assistant	1/41	C	LV	OA, OL, OAL, CP, LC, Ds, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Zoology)			
42	31-Jul-14	Laboratory Assistant	1/42	C	LV	OA, OL, OAL, CP, LC, Ds, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant (Chemistry)			
43	01.06.2015	Geoplatner Operator	1/43	C	LV	OA, OL, OAL, CP, LC, Ds, AAV	D, HH	ASD (M, MoD), SLD, MI	UR		Vacant			
44	7-Aug-13	Junior Assistant	1/44	C	B, LV	OA, BA, BE, OL, OAL, CP, LC, Ds, AAV, Mdy	D, HH	ASD (M), SLD, MI	UR		Vacant			

Dr. ANIL K. KUMAR
PWD Liaison Officer

Dr. Anil K. Anuja / Dr. Anil K. Anuja
नोडल अधिकारी / Nodal Officer
विशेषज्ञ अधिकारी के लिए आवेदन
Reservation for Person with Disabilities (PWDs)
दिल्ली विश्वविद्यालय / University of Delhi
दिल्ली-110007 / Delhi-110007

Principal
Kailash College
East Campus
Kailash College

Dr. NAINA HASU
Actg. Principal

This roster is approved as per information provided by the College
Promotions of employees with disabilities on non-teaching vacancies
(group-C), (including backlog, if any) may be carried out as per
this roster and the same may be updated on a regular basis.
Notices for promotions in respect of non-teaching group-C
vacancies in promotion may be submitted to the Nodal
Officer, PwD, Delhi University for approval before issuance.

ANIL

3/13/2021
डॉ. अनिल के. अनेजा / Dr. Anil K. Aneja
नोडल अधिकारी / Nodal Officer
विशेष व्यक्तिओं के लिए आरक्षण
Reservation for Person with Disabilities (PWDs)
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दिल्ली-110007 / Delhi-110007

KALINDI COLLEGE

(University of Delhi)

East Patel Nagar

Delhi-110008

The following staffs have been promoted to Laboratory Attendant to Laboratory Assistant w.e.f 9.7.2021.

1. Sh. Rajesh Kumar, Lab. Assistant, Physics Department
2. Sh. Rajinder Kumar, Lab. Assistant, Physics Department
3. Sh. Deepak Kumar Arora, Lab. Assistant, Physics Department
4. Sh. Nitin Kumar, Lab. Assistant, Chemistry Department
5. Smt. Prakash, Lab. Assistant, Chemistry Department
6. Sh. Bhuvan Chandra, Lab. Assistant, Chemistry Department
7. Smt. Sushma Devi, Lab. Assistant, Zoology Department
8. Sh. Sunil, Lab. Assistant, Zoology Department
9. Sh. Prabhakar Mishra, Lab. Assistant, Botany Department
10. Sh. Gaurav Bharty, Lab. Assistant, Botany Department


S.O. Admin. (Offg.)