दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Ref.: No. Estab.IV/UGC Regulation 2018/2023/102 Dated: 14.02.2023

NOTIFICATION

Scheme of Examination to shortlist the candidates for direct recruitment of Assistant Librarian / Deputy Librarian in the University and College Librarian in colleges.

It is hereby notified that in accordance with the Executive Council Resolution No.44 dated 08.12.2022 following shall be the scheme of examination for shortlisting of candidates for direct recruitment of Assistant Librarian / Deputy Librarian, in the University and its Colleges.

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 400 marks (100 questions)
Total Marks		**400 marks**

*45 minutes extra would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category

B. Test components:

TEST COMPONENTS			**DURATION: 2 hours**	
			NO. OF QUESTIONS	**MARKS**
(i)	Concepts, Practices, Rules and Regulations Pertaining to the Universities, Other Higher Educational Institutions and Regulatory Authorities	Part – I	30	120
(ii)	Domain Knowledge and Knowledge about Management of Digital Libraries, E-resources, Institutional Repository, Research Data and Research Metrics like h-index and impact factor, Research and Publication Ethics	Part – II	70	280
	TOTAL		**100**	**400**

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.

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2. All the questions shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cutoff for qualifying the written test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for PwBD category.
3. If the number of candidates qualifying the written test is more, then a minimum of 30 candidates for the first vacancy and 15 candidates for every additional vacancy, in each category, shall be called for interview in order of their ranks in the merit list prepared on the basis of result of the written test.
4. The marks awarded to the candidates in the written test shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.

14/12/23

Joint Registrar (Recruitment)

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

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

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

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

1. Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	**Syllabus in brief**	**Duration: 3 hours***	
		NO. OF QUESTIONS	**MARKS**
Examination MCQ based	General Knowledge, Reasoning and Mathematical ability, Administration of Higher Educational Institutions.	150	300
TOTAL			**300**
• This test will only be for shortlisting and will have no weightage in the final assessment. • For further details Section III needs to be referred.			

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

2. Stage 2: Selection of candidates

a.) Examination (Main)

Scheme of Examination

Description	**Syllabus in brief**	**Duration: 2 hours***
		MARKS
Examination (Main) (Descriptive)	• Educational Administration and Management. • Rules and their application in Higher Educational Institutions.	200
TOTAL		**200**
• The merit shall be drawn on the basis of this examination. • For further details Section III needs to be referred.		

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

b.) Skill Test

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

II. Syllabus:

Preliminary Test MCQ based:

The question would be MCQ based and designed to test the knowledge the candidates' knowledge in following areas:

a) General Knowledge – 35 questions
Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 35 questions
Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 35 questions
Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Administration of Higher Educational Institutions- 45 questions
Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

Examination (Main)

The questions would be descriptive in nature. They will be designed to test the candidate's knowledge in following areas:

a) Educational Administration and Management

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, Financial Administration including budget, formulation and execution of budget. Application of Information Communication Technology (ICT) and other modern technologies in the University system.

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

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

Skill Test:

Skills pertaining to:

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

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

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

5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test. Merit shall be drawn on the basis of combined result of such candidates for both these components.

B.1.3. Junior Assistant

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• General Knowledge, • Reasoning • Mathematical ability, • Administration of Higher Educational Institutions.	150	300
TOTAL			**300**
• This test will only be for shortlisting and will have no weightage in the final assessment			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	• Basic knowledge of the Constitution of India and working of its Political System, Economy, General Studies. • Act, Statutes and Ordinances of the University of Delhi.	200
TOTAL		**200**
• The merit shall be drawn on the basis of this examination. • For further details Section III needs to be referred.		

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

b) Skill Test

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

II. Syllabus:

Preliminary Test MCQ based:

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

a) General Knowledge – 35 questions

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

b) Reasoning – 35 questions

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

c) General Mathematical Ability – 35 questions

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

d) Administration of Higher Educational Institutions- 45 questions

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

Examination (Main)

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

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

b) Functional aspects of Rules and their application in Higher Educational Institutions.
Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

Skill Test:

Skills pertaining to:

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

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

1. The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.

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

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

B.1.4. Multi-tasking Staff

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

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Basic Knowledge of Hindi or English • Basic Mathematics and Reasoning	50 50	200
TOTAL		100	**200**
• This test will only be for shortlisting and will have no weightage in the final assessment.			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

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

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Functional knowledge of Information Technology and basic tools/software packages for operating Library services through IT. • Reasoning • Mathematical ability. • Administration of Higher Educational Institutions.	45 questions 35 questions 35 questions 35 questions	300
TOTAL		150	**300**
• This test will only be for shortlisting and will have no weightage in the final assessment.			

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration:3 hours*
		MARKS
Examination (Main) (Descriptive)	• Knowledge and application of Library and Information Science Procedures, rules & Regulations and other related subject pertaining to the domain knowledge. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. • Educational Administration and Management. • Rules and their application in Higher Educational	300

	Institution. (Knowledge of Domain would be tested as per the requirements of the post and other aspects as defined at S. No. 7 of the respective Recruitment Rules)	
TOTAL		**300**
• The merit shall be drawn on the basis of this examination.		

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

b) Skill Test

Description		**Time**	**Marks**
Skill Test	**Skill Test** • Knowledge and application of Library and Information Science Procedures, rules & Regulations. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of **100 marks**. To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		**100**	
• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. • Skill test will only be qualifying in nature.			

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

1. The question paper for Preliminary Test, Examination (Main) and Skill Test would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. All the questions in Preliminary test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).
3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so

on). The candidates securing same marks as cut-off would be shortlisted for the next stage.

4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in preceding section. Skill Test will only be qualifying in nature.

5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

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

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

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

Scheme of the Examination of Preliminary test

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

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

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

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

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

b) Skill Test

Description		**Time**	**Marks**
Skill Test	**Skill Test** • Knowledge and application of Laboratory Practices and Procedures. • Knowledge of Computers with special reference to knowledge of Packages of Word Processing, Data Analysis Packages etc. (Knowledge would be tested as per the syllabus for qualifying degree/qualifications as defined at S. No. 7 of the respective Recruitment Rules)	As decided by the concerned evaluating experts	The test will be of **100 marks**. To qualify, the candidate should obtain minimum 50 marks. This will, however, be only qualifying in nature.
TOTAL		**100**	
• Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test. • Skill test will only be qualifying in nature.			

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

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

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

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

B.6. Scheme of Examination for Hindi Officer

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

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

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

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below (This stage will not be conducted if the number of applicants is less than the ratio of 1:30, where former is the number of vacant posts for a category and latter is the number of applicants in that category):

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	• Knowledge of Language of Hindi • Knowledge of Language of English • Translation • Rajbhasha Adhiniyam, 1963 and	25 25 25 25	400