

**JUBILEE HALL
UNIVERSITY OF DELHI
DELHI-110007**

October 21, 2022

Applications are invited for the post of Jr. Assistant purely on contractual basis initially for a period of six months in Jubilee Hall, University of Delhi, North Campus, Delhi-110007. Complete applications in all respect should reach to the office of Provost, Jubilee Hall, University of Delhi, Delhi -110 007 on or before 07th November 2022 (**by post only**). Applications other than on prescribed form, incomplete application in any form, unsigned application, application without required documents/testimonials, or application reaching after the last date shall summarily be rejected without further reference. The hostel shall not be responsible for any delay/loss due to the postal delay or technical reason(s). Please note that applications shall not be accepted in person. There is no application fee for any candidate. Envelope should be superscript as "application for the post of Junior Assistant in JUBILEE HALL". The last date of receipt of the application is 07th November 2022.

Junior Assistant (01)

Emoluments: As per University Rules.

Essential:

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

Desirable:

- 1) Degree/Diploma in Computer Application/Science with sound knowledge of working on Computers.
- 2) The incumbent should possess an aptitude for drafting/noting in English, Office Procedure, and Data Processing in a computerized environment and is expected to provide support services in one or more functions related to Accounting / Budgeting noting and drafting.

Age Limit: 27 years

Relaxation of age as per Recruitment Rules of University of Delhi.

General Conditions:

1. The post is purely contractual for the appointment will be on temporary basis and can be terminated at any time without any notice. The appointee will have no claim with the Hall for regularization of service for this or any other post. The contract shall be of six months which may be extended further.
2. All the candidates will be required to appear in Typing Test/Written Examination to adjudge their ability of expression and knowledge relating to their work as prescribed by the University
3. The application complete in all respects should reach the undersigned latest by 07th November 2022 at 5:00 p.m.

Vinod Sharma
21/10/22

Note:

Information regarding date of written exam for the post of Junior Assistant will be sent to the eligible applicants only through email and will also be notified on Hall website. The candidates are strictly advised to visit Hall website www.jubileehall.du.ac.in on regular basis for all updates. In no case the Hall will be responsible if the candidate do not receive an email send by the Hall due to technical glitch. The Scheme of Examination for post of Junior Assistant is enclosed. Any addendum/corrigendum shall be posted on the Hall website only. Hall reserves the right to change the nature and number of post or to cancel the selection process in part or full without assigning any reason thereof. If it is found at any time that the candidate does not fulfill any of the conditions of eligibility, his/her candidature will be cancelled forthwith and the candidate will have no claim what-so-ever to any consideration.

Vinod Sharma
21/10/22
PROVOST

JUBILEE HALL
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POST APPLIED FOR:

Please read the notes carefully given at the end before filling the form:

1. Name (in block letters): _____
2. Father's/ Husband's Name: _____
3. (i) Date of Birth (in figures): _____
 (in words) _____
 (ii) Age _____ Years _____ Months (as on date) _____
4. Nationality: _____ Male/Female _____ Married/Unmarried _____
5. Postal Address _____
 _____ Pin Code _____ Contact No. _____ Email _____
6. Permanent Address: _____
 _____ Pin Code _____ Contact No. _____ Email _____
7. Do you belong to Scheduled Caste/Scheduled Tribe or OBC?, If so, state the name of the Caste/Tribe and attach a Certificate _____
8. Are you Ex-service man/disabled Personnel/Development or Defense Personal killed in action? If so, attach certificate _____
9. Are a Physically Handicapped Person? If so, give details _____
10. Have you ever been debarred or punished for adopting unfair means in any examination by the Institution/ Board _____ or _____ University? _____ If _____ so, _____ please specify _____

11. Educational Qualifications

Examination Passed	Name of the University/Board	School/College Attended	Division with percentage of marks obtained	Year of Passing	Subjects offered

12. Are you attending any part-time/full time course of study? If so, state the name of the course and the Institution you have joined _____

13. Experience, if any:

Office in which worked/working	Designation	Period From	To	Length of Experience	
				Years	Months

14. Indicate the time you will require to join, if selected _____

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

English Shorthand _____ w.p.m. Typewriting _____ w.p.m.
Hindi Shorthand _____ w.p.m. Typewriting _____ w.p.m.

16. Do you have knowledge of Computers? If so, give details _____

17. Any other information _____

Date: _____

(Signature of the Applicant)

I declare that all the statements made in the application form are true to the best of my knowledge and belief.

Place : _____

(Signature of the Applicant)

Forwarded (only for those who are already employed)

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

Date _____

Head of the Deptt./Institution
(with seal)

Notes:

1. Attested copies of all the relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Applicants who are in employment should send their application is through their employers
3. One recent passport size photograph should be passed on the application form.
4. Incomplete application form will be rejected.
5. No TA/DA will be paid for attending the prescribed tests and interviews.
6. Minimum qualification and pay scale for the post advertised are attached with the application form.



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University of Delhi

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



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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.