



# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय  
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

## Ram Lal Anand College

University of Delhi

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RLAC/NT/Notice/2022/१४५

24.02.2022

## NOTICE

Applications are invited from Matriculate employees (Ministerial Staff) working in the college with minimum period of 03 years regular service in the cadre for appearing in the Limited Departmental Examination to be conducted for promotion to the post of Junior Assistant [2 posts - 1 UR, 1 PwD(LD)]. It may be noted that the employees from Library and Laboratory cadre will **not** be eligible for the LDE.

All the employees fulfilling the eligibility criteria may apply to the Principal, Ram Lal Anand College in the prescribed format (enclosed) and submit the same in the Administration Department latest by **11.03.2022**.

The date of the written test will be announced in due course.

The Scheme of Examination for the LDE for the post of Junior Assistant is enclosed.

  
PRINCIPAL

**RAM LAL ANAND COLLEGE  
UNIVERSITY OF DELHI  
NEW DELHI-110021.**

**Application for promotion to the post of Junior Assistant through Limited Departmental Examination (LDE)**

1. Name of Candidate (in BLOCK LETTERS) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Whether belongs to SC/ST/OBC/PwD category : \_\_\_\_\_
4. Present Designation : \_\_\_\_\_
5. Date of initial joining on permanent basis : \_\_\_\_\_
6. Educational Qualifications : \_\_\_\_\_
7. Present scale of pay : \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the applicant



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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:
<b>Paper-I</b>	MCQ Type	2hours	100 marks (100 questions)
<b>Paper-II</b>	Essay in English or Hindi	1 hour	100
<b>Total Marks</b>			<b>200</b>

### 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
<b>TOTAL</b>		<b>100</b>

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

SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test*

\* 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.

### 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’.”





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**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.