



रामलाल आनंद कॉलेज

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

Ram Lal Anand College

University of Delhi
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ENT-22/Rec./RLAC/2023/ 1411

03.03.2023

NOTIFICATION

Written Examination for the post of Assistant

This has reference to our Advertisement No. RLAC/ENT/2021/01 dated 23.12.2021 for the various non-teaching positions at our college. The date of written examination for the post of Assistant has been scheduled as per the details given below:

Schedule/Scheme of the Examination:

S.No.	Name of the Post	Written Test	Date of Examination	Duration	Time
1.	Assistant	Paper-I MCQ Type (150 questions) Max. Marks -300	26.03.2023 (Sunday)	2 hours*	11:00 AM to 01.00 PM
		Paper-II Descriptive Type Max. Marks -150		2 hours*	2:00 PM to 4:00 PM

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

The Scheme of Examination, components of written test and its syllabus as per the Recruitment Rules (Non-teaching Employees) 2020 [Under Ordinance XXII-D], issued by the University of Delhi under vacancy column on the College website by [Clicking Here](#) for scheme of examination for the post of Assistant (Attached).



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Please note the following:

1. The candidates may download their Admit Card from the college website by clicking the link <http://rlacdu.collegepost.in/pgConfirmation.aspx> which will be activated 7 days before the written examination. Affix passport size photograph on the admit card and bring the same at the time of examination. **Candidates shall not be allowed to appear in the examination without Admit Card.**
2. The candidates are shortlisted/ eligible to appear in the written examination. However, the candidates must produce all the original documents before the final selection as and when required by the College.
3. The College may, due to any unforeseen circumstances, change/ modify/ cancel the date of examination or the centre of any candidate after due prior notices which will be uploaded on the College website.
4. Please bring along a valid identity proof (Aadhar Card/ Voter ID/ Passport) alongwith its photocopy at the time of examination issued by the Government of India.
5. No request for change of examination centre will be entertained.
6. No TA/DA will be paid.
7. At any stage of the recruitment process, it is found that you do not fulfil any of conditions of eligibility, your candidature will be cancelled forthwith and you will have no claim whatsoever to any considerations.
8. All the Candidates are required to **strictly adhere the Covid-19 guidelines as issued by the Government of India from time to time.**

Please check the official website of the College i.e. <https://rlacollege.edu.in/> regularly for latest updates. If any information is delayed due to technical reasons, the College would not be responsible for the same.


PRINCIPAL



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 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.

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.
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.