

**Lady Shri Ram College for Women**University of Delhi, Lajpat Nagar, New Delhi – 110024 | Website: [www.lsr.edu.in](http://www.lsr.edu.in)Phone:011-26434459, 011-45494949 | Fax:011-26216951 | email: [principal@lsr.edu.in](mailto:principal@lsr.edu.in)

Advertisement No. LSRC/ADMIN/2016/01, Dated: 08.12.2016

**For Non-Teaching Posts****SYLLABUS AND SCHEME OF EXAMINATION INFORMATION - 2016****Post: Senior Assistant****Educational Qualification Required:****Essential:**

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or Equivalent discipline.  
OR  
Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.
2. The scheme of the examination including weightage of marks for written test and interview etc. as prescribed by the University from time to time with the approval of the Executive Council in this regard.
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.
4. Minimum 4 Years of Administrative Experience

**Selection Process:**

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

**A. Scheme of the Examination:**

Written Test		
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks allowed: 100 marks
<b>Total Marks (150+100)=250</b>		

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## **B. Objective Type (General Awareness):**

The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application to society, General English, Mathematical Ability and Computers. Questions will also be designed to test knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economic scene, General Polity, Scientific Research, basics/fundamentals of computers, sports etc. These questions will be such that they do not require a special study of any discipline.

## **C. 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:

- Basic knowledge of the Constitution of India
- Knowledge and application of Office Procedures, Rules & Regulations.
- English with special reference to skill in noting/drafting.
- Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

### **Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he/she qualifies in Paper-I of test components.

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## **Post: Professional Assistant (Library)**

### **Educational Qualification Required:**

#### **Essential:**

1. M.Lib.Sc./ M.L.I.Sc. Or equivalent with 50% marks;  
Or  
Master's Degree in Arts / Science / Commerce or any other discipline with 50% marks and  
B.Lib.Sc / B.L.I.Sc. with 50% marks.
2. Computer Science paper at Graduate / PG level or Six months Computer Science course from a recognized institution

### **Selection Process:**

#### **By Direct Recruitment-**

The following shall be the scheme of Examination. Components of written test and its syllabus etc.

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for recruitment to the post of Professional Assistant by direct recruitment:

**A. Scheme of the Examination:**

<b>Written Test</b>		
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks allowed: 100 marks
<b>Total Marks (150+100)=250</b>		

**B. Objective Type (General Awareness):** The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application in Library and Information Science and aptitude in General English, Mathematical Ability and Computers.

**C. Descriptive type:** The questions will be designed to test the ability of the candidate's knowledge and awareness in Library and Information Science, and recent development in the field and on the following subjects.

Knowledge and application of Library and Information Science Procedures, rules & Regulations.

Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.

**Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
- 3 The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each ction .i.e. Paper-I and Paper II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he/she qualifies in Paper-I of test components.

## **Post: Senior Technical Assistant (Computer)**

### **Educational Qualification Required:**

#### **Essential:**

1. MCA  
Or  
M.Sc. (Computer Science / IT) from a recognized University / Institute with one year experience  
Or  
B.Tech. / B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

### **Selection Process:**

The following shall be the scheme of examination, components of written test and its syllabus etc. for recruitment to the post of **SENIOR TECHNICAL ASSISTANT (Computer)**

#### **A. Scheme of the Examination:**

<b>Written Test</b>		
<b>Objective Type</b> Tools and Techniques in and Computer Science and laboratories (Level-Post graduate) (150 questions) <b>Paper-I</b>	Time: 2 hours	Max. Marks allowed: 150 marks
<b>Descriptive Type</b> <b>Paper-II</b> (on the same subject matter as for <b>Paper –I</b> )	Time: 2 hours	Max. Marks allowed: 100 marks
<b>Total Marks (150 + 100) = 250</b>		

**B. Objective Type :** Multiple choice questions will be asked from routinely used equipment, techniques / methodologies in the teaching and research laboratories of Computer Science

**C. Descriptive Type:** On the same subject matters as for Paper I

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

**Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

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**Post: Semi Professional Assistant (Lib.)****Educational Qualification Required:****Essential:**

1. Graduate in Arts / Science / Commerce or any other discipline or any other higher qualification with 50% marks;
2. B.Lib.Sc / B.L.I. Sc. With 50% marks.
3. Course in Computer Application at Graduate / PG level or Six months Computer Science course from a recognized institution.

**Selection Process:**

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		
Objective Type General Awareness (150 questions) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks
Descriptive Type Paper-II	Time: 2 hours	Max. marks allowed: 100 marks
<b>Total Marks (150+100)=250</b>		

**B. Objective Type (General Awareness):** The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its applications in Library and Information Science, General English, Mathematical Ability and Computers.

**C. Descriptive type:** 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. 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.

**Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.

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3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.

4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.

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## **Post : Assistant**

### **Educational Qualification Required:**

#### **Essential:**

- (a) A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (b) Minimum 2 Years of Administrative Experience

### **Selection Process:**

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

#### **A. Scheme of the Examination:**

<b>Written Test</b>			
	Type of Examination	Time	Max. Marks allowed:
Paper-I	Objective Type General Awareness etc. (150 questions)	2 hours	150
Paper-II	Descriptive Type	2 hours	100
<b>Total Marks</b>			<b>250</b>

#### **B. Test Components:**

<b>Paper-I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
i.	Test of General Awareness	40	40
ii.	General Intelligence and Reasoning ability	40	40
iii.	Arithmetical & Numerical Ability	30	30
iv	Test of Language English or Hindi	40	40
	<b>TOTAL</b>	<b>150</b>	<b>150</b>

<b>Paper-II</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 1 ½ hours</b>
	Descriptive Type	100 Marks
	<b>TOTAL</b>	<b>100 Marks</b>

**C. Syllabus:**

**Paper I:**

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter 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) **General Intelligence and 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.
- (iii) **Arithmetical and Numerical 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.
- (iv) **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.

**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 development in the field and on the following subject:

1. Knowledge and application of Office Procedures.
2. Skill in noting / drafting.
3. Knowledge of Computer Operating with special reference to knowledge of word processing, data analysis packages.

**Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each paper i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he/she qualifies in Paper-I of test components.

## **Junior Assistant-Cum-Typist**

### **Educational Qualification Required:**

#### **Essential:**

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University / Institution with at least 50% marks or a Graduate from a recognized University and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.  
Or  
Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.
2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computer.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on performance of the candidates in written test.

### **Selection Process:**

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

#### **D. Scheme of the Examination:**

<b>Written Test</b>			
	Type of Examination	Time	Max. Marks allowed:
Paper-I	Objective Type General Awareness etc. (150 questions)	2 hours	150
Paper-II	Essay & Comprehension test	1 hours	100
<b>Total Marks</b>			<b>250</b>

#### **E. Test Components:**

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
i.	Test of General Awareness	40	40
ii.	General Intelligence and Reasoning ability	40	40
iii.	Arithmetical & Numerical Ability	30	30
iv	Test of Language English or Hindi	40	40
<b>TOTAL</b>		<b>150</b>	<b>150</b>

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Paper-II	TEST COMPONENTS	DURATION: 1 hours
	Essay & Comprehension & letter writing	100 Marks
	TOTAL	100 Marks

Candidates are required to qualify the typing test also.

**F. Syllabus:**

**Paper I:**

(iv) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will also be designed to test knowledge of current events and of such matter 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.

(v) **General Intelligence and 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.

(vi) **Arithmetical and Numerical 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.

(iv) **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.

**Paper – II:**

**Essay, comprehension & letter writing:** This test is meant for testing the applicability and correct usage of the language.

Candidates are required to qualify the Typing test also.

**Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts

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reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each paper i.e., Paper-I and Paper-II of the test components.

4. Answer script of Paper-II of a candidate would be evaluated only if he/she qualifies in Paper-I of test components.

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## **MTS - Library Attendant**

### **Educational Qualification Required:**

#### **Essential:**

1. Passed 10<sup>th</sup> or equivalent examination from any State Education Board or Govt. recognized institution.
2. Certificate in Library Science / Library and Information Science from a recognized institution.

#### **Desirable:**

Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

### **Selection Process:**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of M.T.S. Library by the direct recruitment:

#### **A. Scheme of the Examination:**

<b>Written Test</b>			
	Type of Examination	Time:	Max. marks allowed:
<b>Paper-I</b>	Objective Type General Awareness etc. (75 questions)	1 hour	150
<b>Paper-II</b>	Descriptive Type	1 hour	100
<b>Total Marks</b>			<b>250</b>

- A. Simple English, General Awareness and Mathematical Calculation of 8th standard.
- B. General awareness / Library aptitude.

#### **Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section i.e. Paper-I and Paper II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.

## Post: MTS – Lab Attendant (Media Journals)

### Educational Qualification Required:

#### Essential:

Should have passed Matriculation (10<sup>th</sup>) or an equivalent examination with science subjects from recognised Board.

#### Note:

All the direct recruits will be required to appear in a written test to adjudge the basic Knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test.

### Selection Process:

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **M.T.S. Laboratory**.

#### A. Scheme of the Examination:

Written Test		
<b>Objective Type</b> General Awareness (150 questions) Paper-I	Time: 2 hours	Max. Marks allowed: 150 marks
<b>Descriptive Type</b> Paper-II	Time: 2 hours	Max. Marks allowed: 100 marks
<b>Total Marks (150 + 100 ) = 250</b>		

**B. Objective Type:** Questions on general science as per the requirement of the posts.

**C. Descriptive Type:** On the same subject matters as for Paper I

#### Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he/she qualifies in Paper-I of test components.

## **Post: MTS – PSYCHOLOGY LAB. ATTENDANT**

### **Educational Qualification Required:**

#### **Essential:**

Should have passed Matriculation (10<sup>th</sup>) or an equivalent examination with science subjects from recognised Board.

#### **Note:**

All the direct recruits will be required to appear in a written test to adjudge the basic Knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written test.

### **Selection Process:**

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **M.T.S. Laboratory**.

#### **A. Scheme of the Examination:**

<b>Written Test</b>		
<b>Objective Type</b> General Awareness (150 questions) Paper-I	Time: 2 hours	Max. Marks allowed: 150 marks
<b>Descriptive Type</b> Paper-II	Time: 2 hours	Max. Marks allowed: 100 marks
<b>Total Marks (150 + 100 ) = 250</b>		

**B. Objective Type:** Questions on general science as per the requirement of the posts.

**C. Descriptive Type:** On the same subject matters as for Paper I

#### **Note:**

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks 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/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he/she qualifies in Paper-I of test components.