

**LADY SHRI RAM COLLEGE FOR WOMEN
UNIVERSITY OF DELHI, LAJPAT NAGAR-IV
NEW DELHI – 110 024**

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 the post of **JUNIOR ASSISTANT**

A. Scheme of the Examination:

Written Test		
Paper-I MCQ Type	Time: 3 Hours*	Max. Marks 200 marks (200 questions)
Paper-II Descriptive Type	Time: 1 Hour*	Max. Marks 100 marks
TOTAL MARKS		300

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy Candidates.

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)	Test of Language English or Hindi	50	50
TOTAL MARKS		200	200

PAPER – II	TEST COMPONENTS	DURATION: 1 HOUR
	Essay, comprehension & letter writing	100 Marks
	TOTAL MARKS	100

SKILL TEST	TEST COMPONENTS	DURATION: 1 HOUR
	On spot typing test	Qualifying speed shall be at least 40 words per minute, which will be tested on a computer (PC)*

*PwD 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 environmental 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 Organization/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 Language 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 languages. 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 examination/degree/diploma 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/PwD category.
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 MCQ based questions to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and Skill Test separately. The Merit shall be drawn on the basis of combined scores of both the 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.