श्री अरविन्द महाविद्यालय (सांध्य)
(दिल्ली विश्वविद्यालय)
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Ref. No. No.SAC(E)/N.T./2025/*161*   Date: 21.07.2025

NOTICE

With reference to college Advt. No. SAC(E)/N.T./2025/67 dated 04.06.2025 for various non-teaching posts in the college, written examinations for the following posts are scheduled as per details mentioned below:

Sl. No.	Name of the Post	Day and Date of Examination	Written Test
1.	Library Attendant	28.07.2025 (Monday) (2:00 p.m. to 5:00 p.m.)	Objective Type (MCQ) (as per scheme of examination)
2.	Section Officer	29.07.2025 (Tuesday) (11:00 a.m. to 1:00 p.m.)	Stage 1: MCQ Based Examination (as per scheme of examination)
		29.07.2025 (Tuesday) (1:45 p.m. to 3:45 p.m.)	Stage2: Main Examination (Descriptive) (as per scheme of examination)

Note:

1. Scheme of the examination for the above posts is attached.
2. Admit Cards to the eligible candidates will be sent to their email address.
3. If any candidate believes he/she is eligible for the post and not has been shortlisted, he/she should reach the examination centre at lease one hour before the scheduled start time with the documents to ascertain the eligibility as per the prevailing Recruitment Rules (Non-Teaching) University of Delhi.

Sd/-
Principal

4.5.4 **Scheme of Examination for Direct Recruitment to the post of Library Attendant**

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. **Scheme of Examination:**

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		**300 marks**

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

Objective Type (MCQ)	**TEST COMPONENTS**	**DURATION: 3 hours**	
		NO. OF QUESTIONS	**MARKS**
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	**150**	**300**

B. **Detailed Syllabus:**

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) 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.

(iii) 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.

(iv) Mathematical 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,
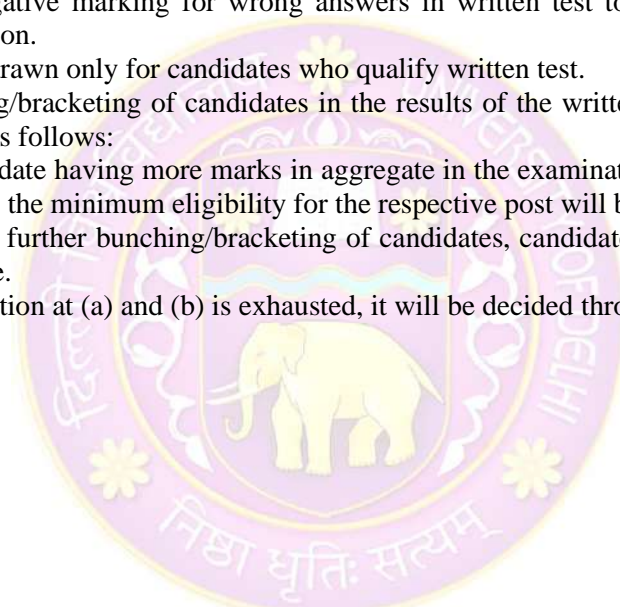
Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) 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.

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 overall qualifying marks for the written test 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. There shall be negative marking for wrong answers in written test to the tune of $1/4^{th}$ of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. 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.

B.1.2. Section Officer

I. **The process of Recruitment shall be carried out in two stages:**

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Questions - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Interview/Personality Test.

Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs as per details given below:

Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Studies, Reasoning and Mathematical ability, Functioning of Higher Educational Institutions, etc.	100	400
TOTAL			400

- This test will only be for shortlisting and will have no weightage in the final assessment.

*20 minutes per hour extra will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

Stage 2: Selection of candidates

a) Examination (Main)

Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	• Basic knowledge of the Constitution of India and working of its Political System, Educational Administration and Management, Rules and their application pertaining to the functioning of Government Bodies and Institutions viz. FR, SR, GFR, GeM procurement, etc. • Act, Statutes and Ordinances of the University of Delhi.	70
TOTAL		70

*20 minutes per hour extra will be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from PwBD category.

b) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
TOTAL		30

- Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Interview/Personality Test.
- For further details, Section III needs to be referred.

c) Final merit list

The breakup of final merit list will be as follows:

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Description	Marks
Examination (Main)	70
Interview/Personality Test	30
Total	100

II. Syllabus:

Preliminary Test MCQ based:

The questions will be MCQ based, and will be designed to test the knowledge of the candidates in the following areas:

a) General Studies – 25 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

b) Reasoning – 25 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

c) General Mathematical Ability – 25 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.

d) Functioning of Higher Educational Institutions - 25 questions

Section on Functioning of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

Examination (Main)

The questions will be descriptive in nature, and will be designed to test the knowledge of the candidates in the following areas:

Basic knowledge of the Constitution of India and working of its Political System

Indian Constitution: Evolution, Features, Amendments, Significant provisions and Basic structure; Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these; Structure, organization, and functioning of the Executive and the Judiciary, Ministries and Departments of the Government; Pressure groups and formal/informal associations and their role in the

Polity: Salient features of the Representation of the People Act; Appointment to various Constitutional posts; powers, functions, and responsibilities of various Constitutional Bodies; Statutory, regulatory, and various quasi-judicial bodies.

a) Educational Administration and Management

The questions will be designed to test the candidates' knowledge and awareness on:
- Higher Education System in India, its Regulatory Bodies and recent developments in the field.
- Financial Administration including budget, formulation and execution of budget.
- Application of Information Communication Technology (ICT) and other modern technologies in the University system.

b) Rules and their application pertaining to the functioning of Government Bodies and Institutions

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling, etc.

Interview/ Personality Test:

Interview/ Personality Test will be conducted to test the knowledge and personality of the candidate to assess suitability for the post.

III. **Note regarding the conduct of recruitment process and finalization of result:**
1. The question paper for Preliminary Test, and Examination (Main) as indicated in Section I and II will 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. All the questions in the Preliminary Test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST categories and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).

3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on the Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.

4. The Final assessment shall be based on Examination (Main) and Interview/Personality Test as indicated in Section I and II.

5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test. Merit shall be drawn on the basis of combined result of such candidates for both these components.