



E. mail:-contact@mlnce.org

Website: - www.mlnce.org

MOTILAL NEHRU COLLEGE (Evening)
(UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021

REF. NO.MLN/EVE/2020-21/

Dated: **29-06-2021**

Online applications are invited for the following permanent posts of Non-Teaching Staff in the pay scale mentioned below with usual allowance permissible under the University rules. The fee for each application is Rs. 1000/- for General/Unreserved candidates, Rs.800/- for OBC (NCL)/EWS/Female candidates & Rs.600/- for SC/ST/PwD candidates. **The fee shall be accepted online on our College Website. The link for depositing the fee has been given on our College Website i.e. www.mlnce.org**

NON -TEACHING STAFF

Sr. No	Name of the Post	No. of Posts	Category	Scale of Pay as per the 7 th CPC
1.	Assistant	One	Unreserved	Pay Level 04
2.	Junior Assistant	Four	Unreserved 01 SC 01 OBC 01 Visually Handicapped 01	Pay Level 02
3.	Library Attendant	One	OBC	Pay Level 01
4.	Computer Laboratory Attendant	One	Unreserved	Pay Level 01

For complete details, instructions/general conditions/eligibility criteria/scheme of examination and online application form, please visit the college website **www.mlnce.org**. The hard copy of online application form accompanied by self-attested copies of all the required certificates, and a copy of Photo-Identity Card (Self-attested) of the candidate must reach the college office on or before **09-08-2021**.

Opening date of Online Application : 10-07-2021

Closing date of Online Application : 31-07-2021

Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to check the college website on regular basis. The number & nature of the posts are subject to approval of the Roster.

V. V. V.
Oftg. Principal



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**ELIGIBILITY CONDITIONS ETC. IN RESPECT OF THE FOLLOWING
NON-TEACHING POSTS.**

Sl. No. 1

Name of the Post: - Assistant

Age Limit for Direct Recruitment: - 30 Years

Essential Qualifications:-

1. A Graduate from a recognized University in any discipline with good working knowledge of computers.

Sl. No. 2

Name of the Post: - Junior Assistant

Age Limit for Direct Recruitment: - 27 Years

Essential Qualifications:-

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Sl. No. 3

Name of the Post: - Library Attendant

Age Limit For Direct Recruitment:- 30 Years

Essential Qualifications:-

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.



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Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

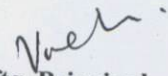
Sl. No. 4

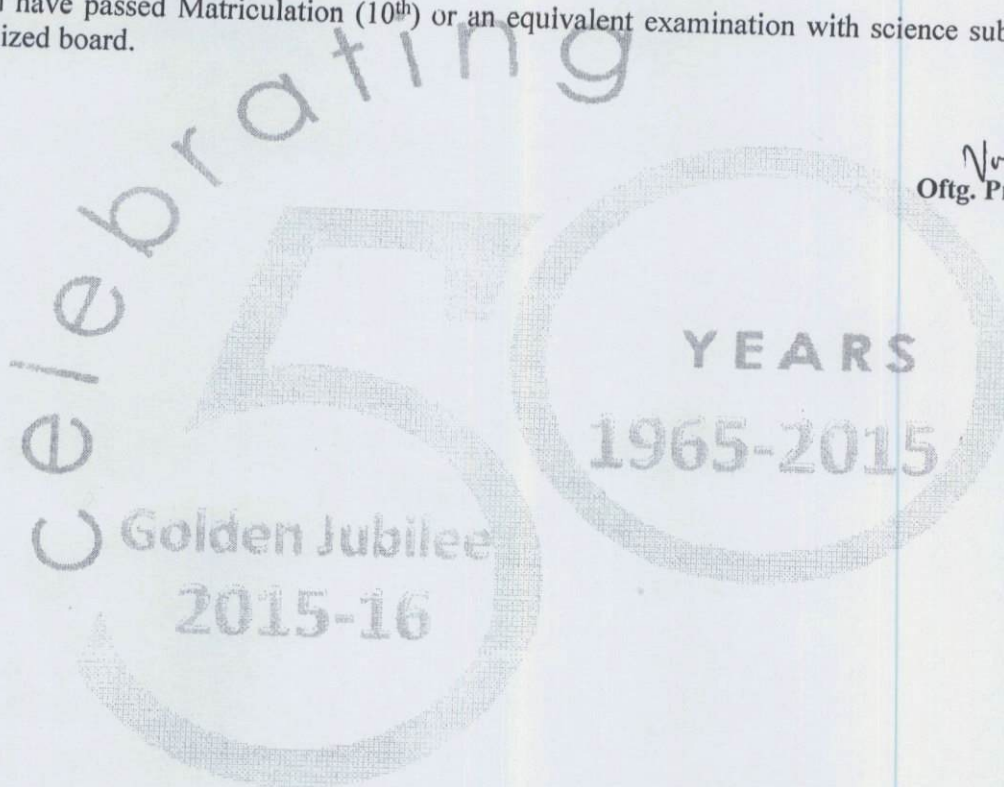
Name of the Post: - Computer Laboratory Attendant

Age Limit For Direct Recruitment:- 30 Years

Essential Qualifications:-

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.


Oftg. Principal





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General Instructions

1. The posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time.
2. The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List) and Persons with Disabilities etc. in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
3. There would be a relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC,ST,OBC and PwD category. However, SC/ST/OBC(NCL)/PwD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PwD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category in which they belong even if they have the merit to be considered otherwise for UR.
4. The age relaxation shall be subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
5. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.
6. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service.
7. One time exemption in the upper age limit in respect of persons who are already working on contract/daily wages/adhoc basis in the University or its College(s) provided they have put in atleast one year of service is extended to all such persons irrespective of their age at the time of joining the University in respective category.

Note:- This exemption is extended only to the contract/daily wages/adhoc employees appointed directly by the University or its affiliated / constituent Colleges. It shall not be applicable to the employees working on contract basis in project based assignments



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or through outsourced agencies in the University or its Colleges.

8. The candidates are required to apply through Online Mode for the post (s) as per the advertisement. However, the hard copy of the online application form along with all the required papers/documents is to be sent to the college. The hard copy of the online form, received after stipulated time, will not be entertained under any circumstances.
9. The applicants should not cross the upper age-limit on 31-07-2021 even after relaxation in upper age-limit as per the rules.
10. Application fee is to be deposited as per details given below:

S.No.	Category	Amount
1.	General/Unreserved candidates	Rs. 1000/-
2.	OBC(NCL)/EWS/Female candidates	Rs. 800/-
3.	SC/ST/PwD candidates	Rs. 600/-

The payment must be made first through Online before filling the Online application form. The reference number of the fees paid online has to be mentioned while filling the online application form.

11. Candidates belonging to SC/ST/OBC/Persons with Disabilities categories should keep ready a self-attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India.
12. Candidates should possess the prescribed educational qualification and experience as on 31-07-2021.
13. Candidates serving in Government/Public Sector Undertakings (including Boards)/Autonomous bodies/Universities/Colleges are required to send their applications through proper channel.
14. Canvassing in any form will be treated as disqualification.
15. Applications which do not meet the criteria given in the advertisement & / or incomplete applications are liable to be summarily rejected.



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16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
17. The College reserves the right not to fill up the post advertised, if the circumstances so warrant.
18. Fees once paid shall not be refunded under any circumstances nor can fee be held in reserve for any other written examination.
19. The College reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of recruitment may also be filled up from the available candidates.
20. The College shall not be responsible for any delay/loss due to postal or technical reasons.
21. **All candidates should have fulfilled the minimum eligibility on 31-07-2021.**
22. Candidates called for written test and / or skill test, as the case may be, shall do so at their own expenses. No TA/DA shall be paid.
23. **The candidates are instructed to carefully read the eligibility criteria. The hard copy of the online applications received without complete information or without signature or without requisite fees shall be rejected.**
24. Certificates for candidates belonging to SC/ST/OBC/PH on prescribed formats (given on the College website Appendix-2, Appendix-1, Disability Certificates Form-II/Form-III/Form-IV as applicable) and issued by the Competent Authority (given on the college website Appendix-3, Appendix-4, Medical Authorities notified for issue of Disability Certificates Appendix-6) only will be accepted.
25. If a candidate wishes to apply more than one post, he/she is required to apply separately for each post and online fee has to be deposited separately accordingly.
26. **In addition to the OBC Certificate on the prescribed format, the OBC Candidates are required to submit the prescribed form of declaration given on our college website (Appendix-5).**
27. **Candidates already working are required to produce "No Objection Certificate" at the time of joining the post in case he/she/they is/are selected. Non-submission of "No Objection Certificate" at the time of joining shall lead to disqualification and no one shall be allowed to join the post without producing "No Objection**



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Certificate".

28. The hard copy of online application forms, received after the stipulated time, will not be entertained under any circumstances.
29. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
30. The hard copy of the online application form duly signed along with self-attested copies of all certificates and a copy of Photo Identity Card (Self Attested) of any of the Identity Proofs i.e. Pan Card, Voter Card, Driving License, Aadhar Card etc. of the Candidate must reach **The Principal, Motilal Nehru College (Eve.) Benito Juarez Road, New Delhi 110021 on or before 09-08-2021.**
31. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
32. Any dispute in regard to any matter referred to herein shall be subject in the jurisdiction of Delhi Courts only.
33. In Case of any Problem, kindly contact the college office on the Mobile No. 8700176020 between 02:00 P.M. to 07:00 P.M. (Except Sundays & Gazetted Holidays).

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OFTG. PRINCIPAL



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Instructions for filling Online Application Form

1. Visit to college website i.e. www.mlnce.org
2. Click on Recruitment Tab.
3. Click on Apply Online for Non-Teaching Posts.
4. The Candidates are instructed to read carefully the detailed instructions before filling the online form.
5. **The College shall accept the application form through online mode only. Applications other than online mode will not be accepted.**
6. Before filling up the form, candidates are advised to carefully go through the Advertisement available on the college website and confirm their eligibility with regard to qualification/experience/age etc. before submitting the online application form.
7. Before filling the online application form, the following should be kept ready:-
 - Scanned latest photograph (three copies of the same photo should be retained for further use).
Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of recruitment process, may lead to disqualification).
 - Valid e-mail ID.
 - Valid Mobile No.
8. **Before filling the online application form, the candidates are required to first deposit the online fees. The fee for each application is Rs. 1000/- for General/Unreserved candidates, Rs.800/- for OBC (NCL)/EWS/Female candidates & Rs.600/- for SC/ST/PwD candidates. The reference number of the fess paid online has to be mentioned while filling the online application form.**
9. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) always active. No change in the email ID will be allowed once entered.
10. Field with (*) marks are mandatory and essential to be filled in by the candidate.
11. **A separate online application form has to be submitted for each post and online fee has to be deposited separately accordingly.**



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12. After submission of online application form, a confirmation page (Application Form) will display which will have all the information entered by the candidate with his/her application number. Candidates need to print their application forms and send it along with the following documents in a cover superscribing "Application for the Post of _____" to

(Name of the Post)

The Principal, Motilal Nehru College (Evening), Benito Juarez Road, New Delhi-110021
on or before 09-08-2021.

- Self-attested copies of all certificates/testimonials/age/caste.
- A copy of the Photo Identity Card (Self attested) of any one of the Identity Proofs i.e. Pan Card, Voter Card, Driving License, Aadhar Card etc. of the Candidate.

13. The hard copy of the online application form, received without signature, without requisite fees/documents, shall be rejected summarily.

14. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall be solely with the candidate.

15. In order to avoid last minute rush, the candidates are advised to apply early enough. The college shall not be responsible for any network problem or any other such type of problem.

16. Only short listed candidates, who are found apparently eligible based on the details given in the online application form, will be called for the written test and/or skill test as the case may be.

17. The date of written examination for each post will be notified on the college website only. Candidates are required to check the college website on regular basis.

18. Admit Cards will not be sent by post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website.

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Oftg. Principal

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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 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



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- 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.

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 recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5 hour	100
Total Marks			300

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

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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)	Language English or Hindi	50	50
	TOTAL	200	200

Paper-II	TEST COMPONENTS	DURATION:1.5 hour
		MARKS
	Essay, comprehension & letter writing	100
	TOTAL	100

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.

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 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.
- (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



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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:

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 language. 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 for the purpose of shortlisting the candidates for skill test.
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 Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
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.

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- 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.

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.



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- (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 1/4th 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.



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Scheme of Examination for direct recruitment to the post of Computer Laboratory Attendant

The following shall be the scheme of examination, components of written test and its syllabus for the post of **Computer Laboratory Attendant**

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) General Science and Awareness (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)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus:

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Computer Laboratory Attendant the questions may be based on computer science and computer applications.

- (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.



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- (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 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 for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th 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.


Oftg. Principal

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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,



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Instruction for filling Online fees for Non-Teaching Staff Posts

1. Visit the college website i.e. www.mlnce.org
2. Click on Recruitment.
3. Click on online fee payment.
4. Tick on terms & conditions box in the SBI Collect Page & click on proceed button.
5. Select State of Corporate / Institution: **"National Capital Territory of Delhi"**.
6. Select Type of Corporate / Institution: **"Educational Institutions"** & click on Go button.
7. Select Educational Institutions Name: **Motilal Nehru College Evening DU** & click on Submit button.
8. Select Category: **NON TEACHING STAFF APPLICATION FEES.**
9. Select Post Applied from dropdown.
10. Enter your name in Capital Letters.
11. Select Date of Birth & enter Mobile Number.
12. Select your category.
13. Select your Gender.
14. Enter your fee amount in the box as per the category. Please enter carefully while entering the fee amount in the box.

Note:-

1. If a female belongs to GEN,OBC,EWS category, the Fees is Rs. 800/-
2. If a female belongs to SC,ST,PwD category, the Fees is Rs. 600/-

V. V. V.
Oftg. Principal