



सत्यवती महाविद्यालय
Satyawati College
(दिल्ली विश्वविद्यालय)
(University of Delhi)



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

NAAC ACCREDITED 'A+' GRADE

Advt.No. SC/NTS/2024/01

Dated 29.01.2024

Online applications are invited from available at web-link which will be provided on 01.02.2024 on college website from eligible candidates for appointment to the post of Junior Assistant, pay Level-2 of 7th Central pay Commission Pay Matrix, in the college.

Name of the Post	No. of Post	Unreserved	Other Backward Classes	EWS	Max Age	Pay Band
Junior Assistant	04	02	01	01	27	Pay Level - 2

Qualification for the post:

Essential:

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.

Note:

1. Candidate fulfilling the eligibility criteria as per Delhi University/UGC norms may fill the Online Application Form available on the college website www.satyawati.du.ac.in by clicking the link: **Online Application Form for the post of Non-Teaching Staff.**
2. The age relaxation to reserved categories or others as per University of Delhi rules and regulation.
3. The College reserves the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/ Reserved in Department may be increased or decreased as per University of Delhi rules.
4. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.
5. The candidates are requested to pay online application fees of Rs. 500/- for Unreserved/OBC/EWS and Rs.250/- for SC/ST candidates. The fee is non-refundable. There will be no fee for PwBD candidates.
6. The candidates already in service must apply through proper channel.
7. For details please see the college website www.satyawati.du.ac.in
8. Any addendum/corrigendum shall be posted on the College website only.
9. The last date for receipt of online applications is 17.02.2024, 21 days or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.

[Prof. Anju Seth]
Officiating Principal

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS.

1. Log on to www.satyawati.du.ac.in.
2. Before filling up the form, candidates are advised to carefully go through the Advertisement No. SC/NTS/2024/01 available on the college website and confirm your eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
3. Candidate is advised to pay online fees i.e. Rs.500/- for Unreserved/OBC/EWS candidates and Rs.250/- for SC/ST and there are no fees for Women/PwBD Candidates.
4. Field with red star (*) marks are mandatory and essential to be filled in by the Candidate.
5. Once you click the "Submit" button, no more changes can be made. Please be sure to review your application carefully before submission.
6. Candidature may be cancelled if **more than one application** is submitted for the same post.
7. After submission of on-line form, a confirmation page (**Application form**) will open which will have all the information entered by the candidate with his/her **registration number**.
8. The last date for submission of online application is **17.01.2024**, 21 days or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later.
9. In case any candidate is found to have furnished false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.
10. The date of written examination will be notified on the college website.
11. Applicants are required to check the college website on regular basis.
12. Admit 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 i.e. www.satyawati.du.ac.in.
13. Candidates are required to furnish correct/exact email ID & Phone Number for College correspondence.
14. In order to avoid last minute rush, the candidates are advised to apply early enough, the College will not be responsible for any network problem or postal delay or any other such type of problem.



GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. The Candidates are required to appear in a written test/skill test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidate in the written test.
2. The College reserves the right to conduct written test for all the posts.
3. All the posts will be filled as per the Recruitment Rules (Non-teaching Employees) 2020 of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
4. The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Economically Weaker Section, Physically Challenged, Ex-Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
6. The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered 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 rendered at least three years regular service in the same or allied field.
7. The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them one-time exemption provided they have put at least one year of services.
8. **The upper age limit for the posts advertised shall be determined as on last date of submission of applications.**
9. **Applications fee is to be deposited through online as per the details given below:-**

(a)UR/OBC/EWS	Rs. 500/-
(b)SC/ST	Rs. 250/-
(c)PWD/Women	Nil
10. Candidate belonging to SC/ST/OBC/EWS/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate 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. An Ex-serviceman candidate has to produce

a copy of the discharge certificate/pension payment order and details of rank last/ presently held (substantive as well as acting) at the time of interview. Candidates still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.

11. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
12. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
13. Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
14. 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.
15. The number of posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
16. **Fees once paid shall not be refunded under any circumstances.**
17. All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
18. Candidates called for written test shall do so at their own expenses. **No. TA/DA shall be paid.**
19. **The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the online form.**
20. The College shall not be responsible for any delay/loss due to technical reasons.
21. 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 candidates 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.
22. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.


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दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	Junior Assistant
2.	No. of Posts	317
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Pay Level 02
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment	Essential: 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.
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	25% by Limited Departmental Examination 75% by Direct recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Limited Departmental Examinations: Amongst the Matriculate employees working in the University with minimum period of 03 years regular service in the cadre. Employees from Library and Laboratory cadre will not be eligible for the LDE.



दिल्ली विश्वविद्यालय
University of Delhi

4.3.4 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.

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 hour
		MARKS
	Essay, comprehension & letter writing	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*



दिल्ली विश्वविद्यालय
University of Delhi

* 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 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.



दिल्ली विश्वविद्यालय
University of Delhi

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.
 - 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.