

Ref.: JMC/Admin/NTS-Rcrt- SA-(rp)/2023-24

January 24, 2024

NOTIFICATION
WRITTEN EXAMINATION FOR THE POST OF SENIOR ASSISTANT

This is with reference to Advt No. JMC/Admn./NTS-Rcrt/rp/2022-23 dated 18.02.2023. the shortlisted candidates for the post of Senior Assistant may kindly note that the written examination for recruitment to the said post will be held on Saturday, February 10, 2024 as per the schedule given below:-

| Post | Paper | Date and Timings | Reporting Time/Exam Centre |
|------------------|-------------------------------|---|---|
| Senior Assistant | Paper-I (MCQ) | 10.02.2024 (Saturday) 10:00 a.m. to 12.00 noon (2 hours*) 10:00 a.m. to 12.30 p.m. (Including extra time for PwBD candidates) | 9:00 a.m. Jesus and Mary College, Chanakyapuri, New Delhi-110021 |
| | Paper -II Descriptive Type | 10.02.2024 (Saturday) 1:30 p.m. to 4:30 p.m. (3 hours*) 1:30 p.m. to 5:15 p.m. (Including extra time for PwBD candidates) | |

* 15 minutes extra per hour would be given to PwBD category candidates.

The list of shortlisted applicants (applicants may also check the status of their application by logging in on the University Portal: <https://dunt.uod.ac.in/>), Admit Card, Scheme of Examination and detailed syllabus is attached with this Notification.

IMPORTANT INSTRUCTIONS

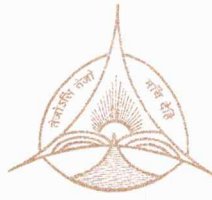
1. Please bring a copy of your application form filled in the recruitment portal, Admit Card and an original Government issued photo I.D. Card along with its photocopy. No shortlisted candidate will be permitted to appear for the examination without these documents.
2. Candidates already in employment should bring 'No Objection Certificate' from their respective employers.
3. No entry will be permitted after the start of the Examination.
4. Any type of electronic gadget/device including mobile phone is not allowed in the Examination Hall. The candidate using unfair means will be debarred from the examination and the candidature will be cancelled.
5. The College reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the College shall be final and binding on the candidate.
6. Candidature can be cancelled at any stage if found ineligible for the said post.
7. The College reserves the right not to fill the post at any stage.
8. The candidature of the applicant is purely 'Provisional', subject to actual verification of degree/certificates etc.
9. Being called for the written test does not guarantee your selection for appointment.
10. The decision of the College in all matters with regards to the selection would be final and binding on all the candidates.
11. No TA/DA will be paid to the candidates.
12. Candidates are advised to check the College Website (jmc.ac.in)/Inbox (including email spam box) regularly for updates.

Principal

JESUS AND MARY COLLEGE

LIST OF SHORTLISTED CANDIDATES TO APPEAR FOR WRITTEN TEST FOR THE
POST OF SENIOR ASSISTANT ON FEBRUARY 10, 2024

| S.No. | Form No | Name |
|-------|----------|-------------------------------|
| 1 | DDN59357 | NURAJAMAL SK |
| 2 | DDN59367 | HARJEET SINGH |
| 3 | DDN59386 | RAVI KISHOR |
| 4 | DDN59397 | SUDHEESH KUMAR |
| 5 | DDN59431 | ANIL ARYA |
| 6 | DDN59453 | ARIF |
| 7 | DDN59463 | AJIT SINGH |
| 8 | DDN59478 | SAUBHAGYA KIRNENDRA |
| 9 | DDN59487 | KAPIL KUMARVERMA |
| 10 | DDN59570 | SONE LAL PRAJAPATI |
| 11 | DDN59578 | YASHWANT AJMERI |
| 12 | DDN59584 | RAHUL KUMARUPADHYAY |
| 13 | DDN59612 | AKHILESH ANAND |
| 14 | DDN59652 | OM PARKASH |
| 15 | DDN59664 | ANURAG AGGARWAL |
| 16 | DDN59731 | PANKAJ BAJPAI |
| 17 | DDN59778 | AVNEET SINGHGAUTAM |
| 18 | DDN59802 | JAMIL MALIK |
| 19 | DDN59820 | ROHIT KUMAR |
| 20 | DDN59825 | SANTOSH KUMAR |
| 21 | DDN59870 | RAJIV NAGPAL |
| 22 | DDN60007 | PRAKANSHI |
| 23 | DDN60040 | HEMANT YADAV |
| 24 | DDN60041 | MOPURI SUBBAREDDY |
| 25 | DDN60043 | PREM |
| 26 | DDN60100 | AMIT |
| 27 | DDN60116 | VIKAS MOTLA |
| 28 | DDN60185 | TARUN SAINI |
| 29 | DDN60193 | SANDIP SURESHCHANDGUDE |
| 30 | DDN60222 | KULDEEP |
| 31 | DDN60321 | TARUN KAUSHIK |
| 32 | DDN60478 | SHIVKUMAR RAMDULARVISHWAKARMA |
| 33 | DDN60545 | KAMLESH KUMARYADAV |
| 34 | DDN60551 | DISHANT KUMARTYAGI |
| 35 | DDN60676 | MANOJ KUMAR |
| 36 | DDN60706 | ANCHAL SHARMA |
| 37 | DDN60741 | AKHIL SHUKLA |
| 38 | DDN60793 | AKASH GUPTA |



ADMIT CARD

WRITTEN TEST FOR THE POST OF SENIOR ASSISTANT

(To be filled by the candidate)

Application Form No. _____
Date of Examination: 10.02.2024
Paper I: Time: 10 a.m. to 12 noon
Paper II: Time: 1:30 p.m. to 4:30 p.m.
Exam Centre: Jesus and Mary College,
Chanakyapuri,
New Delhi-110021

Paste Recent Passport
Size Photograph

PARTICULARS OF THE CANDIDATE

Name of the Candidate : _____
Father's Name : _____
Category : _____
Address of the Candidate : _____

Phone No. : _____
Email ID : _____

Signature of Candidate

Invigilator

(CANDIDATE'S COPY)

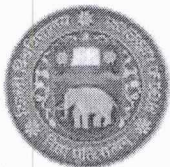
PARTICULARS OF THE CANDIDATE

Application Form No. : _____
Name of the Candidate : _____
Father's Name : _____
Category : _____
Address of the Candidate : _____

Phone No. : _____
Email ID : _____

Signature of Candidate

Invigilator



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4.3.2 Scheme of Examination for Direct Recruitment to the post of Senior Assistant

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

A. Scheme of the Examination:

| Written Test | | |
|------------------------------|----------------|--|
| Paper – I MCQ Type | Time: 2 hours* | Max. marks: 300 marks (150 questions) |
| Paper-II Descriptive Type | Time: 3 hours* | Max. marks: 200 marks |
| Total Marks | | 500 marks |

*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 |

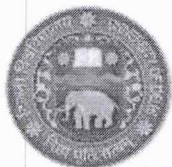
| Paper-II | TEST COMPONENTS | DURATION: 3 hours | |
|----------|------------------|-------------------|--|
| | | MARKS | |
| | Descriptive Type | 200 | |
| | TOTAL | 200 | |

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 neighbouring 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.



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University of Delhi

(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 candidates 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 |
| Essay | 50 marks (500 words) |

Note:

1. The question paper would 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 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 $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list 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.