



जानकी देवी मेमोरियल कॉलेज
(दिल्ली विश्वविद्यालय)
JANKI DEVI MEMORIAL COLLEGE
(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०
Sir Ganga Ram Hospital Marg, New Delhi-110060
दूरभाष : २५७८७७५४ फ़ैक्स : २५७९०८३२
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संदर्भ संख्या/Ref. No. 3063

दिनांक/Dated. 29/03/2022

NOTICE

Applications on the prescribed form are invited from female candidate only for appointment to the post of Junior Assistant on purely contractual basis initially for a period of six months for the College KRISHNA HOSTEL. Complete applications in all aspects should reach to the Principal (Provost), Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060 on or before **Saturday, 16th April, 2022**, (by post only). Applications other than on prescribed form, incomplete application in any form, unsigned application, application without required documents/testimonials, or application reaching after the last date shall summarily be rejected without further reference. The College shall not be responsible for any delay/loss due to the postal delay or technical reason(s). Please note that applications shall not be accepted in person. There is no application fee for all candidates. Envelope should be superscript as "application for the post of Junior Assistant" in KRISHNA HOSTEL.

JUNIOR ASSISTANT : No. of Post : 01 (UR) FEMALE ONLY

Scale of Pay :- Rs. 18,960/- (consolidated pay).

Essential Qualifications:

1. A Senior Secondary school Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution.

Desirable:

Diploma/Certificate of minimum six months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi typewriting through computers.

Age Limit: 27 years

NOTE: 1. The incumbent is expected to work under the close supervision of Section Officer/ Hostel Assistant Warden/ Administrative Officer. She should possess an aptitude for drafting/noting in English, office procedures, Data Processing in a computerized environment **with key focus on Accounts and Finance.**

Date of written exam for the post of Junior Assistant: Tuesday, 19th April, 2022 First paper 10:00 am to 01:00 pm, Second Paper 02:00 pm to 03:30 pm.



No separate intimation will be sent to the individual candidates for the Written Examination. The Scheme of Examination for post of Junior Assistant is enclosed. Any addendum/corrigendum shall be posted on the college website only. College reserves the right to change the nature and number of post or to cancel the selection process in part or full without assigning any reason thereof. If it is found at any time that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled forthwith and you will have no claim whatsoever to any consideration.



Swati Pal

(PROF. SWATI PAL)
PRINCIPAL

प्रचारिका/Principal
जानकी देवी स्मृतिपाल महाविद्यालय
Janaki Devi Memorial College
सर गंगा राम हॉस्पिटल मार्ग नई दिल्ली-110060
Sir Ganga Ram Hospital Marg, New Delhi-110060

Application No. _____
(to be filled in by the office)



Please duly attested
passport size
photograph

JANKI DEVI MEMORIAL COLLEGE

Sir Ganga Ram Hospital Marg,
New Delhi-110 060

POST APPLIED FOR _____

Please read the notes carefully given at the end before filling the form.

1. Name (in block letters): _____
2. Father's/Husband's Name: _____
3. (i) Date of Birth (in figures): _____
(in words): _____
(ii) Age _____ Years _____ Months(as on date) _____
4. Nationality: _____ Male/Female _____ Married/Unmarried _____
5. Postal Address _____
_____ Pin code _____ Contact No. _____ Email : _____
6. Permanent Address _____
_____ Pin code _____ Contact No. _____ Email : _____
7. Do you belong to Scheduled Caste/Scheduled Tribe or OBC? If so, state the name of the Caste/Tribe and attach a Certificate _____
8. Are you Ex-service man/Disabled Personnel/Development or Defence Personnel Killed in action? If so, attach certificates _____
9. Are you a Physically Handicapped Person? If so, give details _____
10. Have you been debarred or punished for adopting unfairmeans in any examination by the Institution/Board or University? if so, please specify _____

11. Educational Qualifications:

Examination Passed	Name of the University/Board	School/College Attended	Division with percentage of marks obtained	Year of passing	Subjects offered

12. Are you attending any part-time/full time course of study? If so, state the name of the course and the Institution you have joined: _____



13. Experience, if any:

Office in which worked/working	Designation	Period From	To	Length of Experience	
				Years	Months

14. Indicate the time you will require to join, if selected _____

15. Do you know typewriting/shorthand? If so, state speed:

English Shorthand _____ w.p.m. Typewriting _____ w.p.m.

Hindi Shorthand _____ w.p.m. Typewriting _____ w.p.m.

16. Do you have working knowledge of Computers? If so, give details _____

17. Have you applied for any other post of the college? If so, state the name of the post and date when applied: _____

18. Any other information _____

Dated _____

Signature of the Applicant

Declaration:

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Dated _____

Signature of the Applicant

Forwarded (only for those who are already employed):

The facts stated in the above application have been verified and found correct.

Dated _____

Head of the Deptt./Institution
(with seal)

Notes:

1. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Applicants who are in employment should send their application through their employers.
3. One recent passport size photograph should be pasted on the application form.
4. Incomplete application form will be rejected.
5. No T.A./D.A. will be paid for attending the prescribed tests and interviews.
6. Minimum qualifications and pay scale for the posts advertised are attached with the application form.





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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





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* 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.





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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 $1/4^{\text{th}}$ 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.

