



Ref. No. AC/NT/2021/ 648

December 28, 2021

NOTICE

Applications are invited from the Library Assistants who have completed three years of regular service for appearing in the Limited Departmental Examination to be conducted for promotion to the post of Semi Professional Assistant (1 Post).

All the employees fulfilling the eligibility criteria may apply to the Principal, Aryabhatta College in the application form (enclosed) latest by 10.01.2022.

The date of written test will be announced in due course.

The Scheme of Examination for the LDE for the post of Semi Professional Assistant is enclosed.


PRINCIPAL

**APPLICATION FOR PROMOTION TO THE POST OF
SEMI PROFESSIONAL ASSISTANT**

1. Name of Candidate (in BLOCK LETTERS) : _____
2. Father's Name/ Husband's Name : _____
3. Whether belongs to SC/ST/OBC/PwD : _____
4. Present Designation : _____
5. Date of Joining the post of Library Assistant : _____
6. Educational Qualifications : _____
7. Present scale of Pay : _____

Date : _____

(Signature)



दिल्ली विश्वविद्यालय University of Delhi

4.5.6 Scheme of Examination for Limited Departmental Test for Promotion of Library Assistant to Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Assistant to Semi Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper – I Library Operations etc.	Time: 2hrs.*	Max. Marks: 150 marks
Total Marks (150)		150 marks

B. Paper: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 - MCQ 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 2 – Descriptive 50 marks (5 questions)

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 minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.