

**COLLEGE OF VOCATIONAL STUDIES
UNIVERSITY OF DELHI**

08.03. 2018

NOTICE

It is to be informed that the written examination for the direct recruitment to the post of **Semi professional Assistant** will be held as per the under mentioned details: -

S.No.	Name of the Post	Date of Examination	Timings of Examination	Examination Centre
01.	Semi Professional Assistant	22 th March, 2018 (Thursday)	Multiple Choice Question (MCQ) Paper – I (02 hours) 10:00 a.m. to 12:00 p.m. Descriptive Paper – II (03 hours) 01:00 p.m. to 4:00 p.m.	College of Vocational Studies, Triveni, Sheikh Sarai, Ph-II, New Delhi – 110017.

Full information on Scheme and Syllabus for examination of this post is available on Delhi University Website i.e. (du.ac.in) and College Website i.e. (cvs.edu.in). The candidate may see the respective website for full information.

The following are the important instructions to be followed by the candidates before appearing in the above mentioned examination: -

1. Admit Cards for written examination will be available online. Admit Cards will not be sent by the College through post (DAK). Candidates are requested to download his/her Admit Card from the College website www.cvs.edu.in.
2. The list of eligible candidates for the written examination is available on the College website www.cvs.edu.in.
3. The Candidate must bring with them one of the Identity proof (in original) i.e. PAN Card, Voter ID Card, Driving License, Aadhar Card etc. Candidates are advised to retain the copy of Admit Card for their records.
4. The eligible candidates are also being informed about the date of written examination through their email mentioned by them in their application.
5. Candidates are requested to bring with them Ball Pen (Blue or Black) for the Written Examination.
6. Candidates should be present in the Examination hall at least half an hour before the commencement of the Examination and they shall not be allowed to leave the examination hall until the exam is over. Candidate arriving after 15 minutes of commencement of examination shall not be permitted to enter the examination hall.

7. The candidates should not be permitted to appear in the examination if they do not bring the admit card as well as his/her Identity proof.
8. The candidate should follow the instruction given by the Invigilator at all the stages of the examination. Watches, Calculator, mobile phones, log tablets, electronic gadgets, blank or printed paper, written chits, note books etc. are not allowed in the Examination hall.
9. Answer Sheet and Question papers will be supplied in the examination hall. No candidate will be allowed to leave the examination hall without handing over his question booklet and Answer sheet to the Invigilator on duty. Any candidate who does not handover his/her Answer sheet and Question booklet or is found to attempt to take Answer sheet and Question booklet out of the Examination Hall shall be disqualified and strict action shall be taken against his/her as per the rules.
10. Both the papers (Paper – I & Paper – II) are compulsory. Candidate who do not appear in Paper – I, shall not be allowed in Paper – II.

Test Components: -

Paper – I	Test Components	Duration : 2 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

Paper – II	Test Components	Duration : 3 hours
		Marks
	1. Knowledge and application of Library and Information Science Procedure, rules & Regulation, II Knowledge of Computer with special reference to knowledge of Library Software Packages of word Processing, Data Analysis Packages.	Section I- MCQ 100 marks (50 question) Section 2- Descriptive 50 marks (5 questions)
	Total	150

11. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
12. 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/PwD category.
13. Answer script of Paper II of a candidate would be evaluated, only if the candidate qualifies in Paper I.
14. Merit shall be drawn only for candidates who qualify Paper I and Paper II separately. The merit shall be drawn on the basis of combined scores of both the papers.