



दिल्ली विश्वविद्यालय University of Delhi

4.3 Ministerial Posts:

4.3.1 Scheme of Examination for Direct Recruitment to the post of Section Officer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Section Officer** 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.



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(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:

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:



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- 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.

