

योजना तथा वास्तुकला विद्यालय, नई दिल्ली

School of Planning and Architecture, New Delhi

(An 'Institute of National Importance' under an Act of Parliament (Ministry of HRD, Govt. of India))

**Selection Criteria and Scheme of Examination for
the post of Ministerial and Secretarial Cadres
under Direct Recruitment / Departmental
Examination Quota**

February 2019

Selection Criteria and Scheme of Examination for the post of Junior Assistant

1. Selection Criteria:

- 1.1 Qualifications & experience shall be as per the Recruitment Rules of the School.
- 1.2 The Selection of the Junior Assistant shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be an Objective Type Test.
- 1.4 It is necessary to obtain minimum qualifying marks in the written examination.
- 1.5 The weightage/ marks of the test will be as under:-
Maximum Marks: 200 Qualifying marks: 100
- 1.6 Standard of questions will be of level as per essential qualification degree/certificate/ experience required for the post
- 1.7 Medium:- English and Hindi, except Language paper.
- 1.8 Skill test/Trade test will be only qualifying in nature.
- 1.9 Merit shall be decided based on marks secured in written examination and also to fulfillment of conditions as mentioned herein above / advertisement for the post.
- 1.10 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in Section A
 - (b) Marks obtained in Section B
 - (c) Marks obtained in Section C
 - (d) Marks obtained in qualifying degree / certificate examinations.
- 1.11 The merit list drawn based on the performance in the written examination will be considered by the Selection committee for submitting its recommendations to the Appointing Authority in order of merit subject to fulfill the terms and conditions of the appointment.

2 Scheme of Examination and Syllabus:

- 2.1 **Objective test: Max. Marks : 200** **Duration: Three Hours**

Section	Subjects	Questions	Marks
A	English Language	25	50
B	Quantitative Aptitude	10	50
C	General Intelligence & Reasoning	25	50
D	General Awareness	25	50
TOTAL		85	200

- 2.2 **Indicative Syllabus for Objective Type Test – 200 Marks**

- 2.2.1 **Section A:- English Language (50 Marks):**

Spot the Error, Fill in the Blanks, Synonyms/ Antonym, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.2.2 Section B: Quantitative Aptitude (50 Marks)

The question will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as:

Computation of Decimal and Fractions, Relationship between numbers, Percentages, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.2.3 Section C: General Intelligence and Reasoning (50 marks):

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion, Indexing, address matching, Date & city matching, Classification of Centre codes / roll numbers, Small & Capital letters / numbers coding, decoding, and classification and critical thinking.

2.2.4 General Knowledge, Current Affairs (50 Marks)

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Higher Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc.

2.3 Skill Test/Trade Test

The Test shall be qualifying one unless otherwise specified.

Typewriting Test will be of five minutes duration from a given passage with a minimum qualifying speed:

English Typing	-	35 words per minute #
Hindi Typing	-	30 words per minute #

3. General:

- 3.1 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises/Venue for papers for which their use is not permitted.
- 3.2 If any candidate is found to possess any electronic gadgets unless permitted as in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 3.3 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated (except language section).
- 3.4 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

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Selection Criteria and Scheme of Examination for the post of Assistant

1. Selection Criteria:

- 1.1 Qualifications & experience shall be as per the Recruitment Rules of the School.
- 1.2 The Selection of the Assistant shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be of Objective Type Test.
- 1.4 It is necessary to obtain minimum qualifying marks in the objective test.
- 1.5 The weightage/ marks of the test will be as under:-
Maximum Marks: 200 Qualifying marks: 100
- 1.6 Standard of questions will be of level as per essential qualification degree /certificate /experience required for the post
- 1.7 Medium:- English and Hindi except Language paper.
- 1.8 Skill test/Trade test will be only qualifying in nature.
- 1.9 Merit shall be decided based on marks secured in written examination and also to fulfillment of conditions as mentioned herein above / advertisement for the post.
- 1.10 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in Section D
 - (b) Marks obtained in Section A
 - (c) Marks obtained in Section B
 - (d) Marks obtained in qualifying degree / certificate examinations.
- 1.11 The merit list drawn based on the performance in the written examination will be considered by the Selection committee for submitting its recommendations to the Appointing Authority in order of merit subject to fulfill the terms and conditions of the appointment.

2 Scheme of Examination and Syllabus:

- 2.1 **Objective test:** **Max. Marks: 200** **Duration: Three Hours**

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge – Administration of Higher Educational Institutes	40	80
TOTAL		90	200

2.2 Indicative Syllabus for Objective Type Test – 200 Marks

2.2.1 Section A:- English Language (40 Marks):

Spot the Error, Fill in the Blanks, Synonyms/ Antonym, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences,

Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.2.2 Section B: Quantitative Aptitude (40 Marks)

The question will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as:

Computation of Decimal and Fractions, Relationship between numbers, Percentages, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.2.3 Section C: General Intelligence and Reasoning (40 marks):

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, address matching, Date & city matching, Classification of Centre codes / roll numbers, Small & Capital letters / numbers coding, decoding, and classification and critical thinking.

2.2.4 Subject Knowledge - Administration of Higher Educational Institutes (80 Marks):

This section will contain questions on Administration of higher education institute, such as;

- a) Powers and functions of the authorities, Executive Council / BOG, Academic Council / Senate, Finance Committees and matters connected with the working of the higher educational institutes. For this purpose candidates may go through the Act, Statutes and Ordinances of any Higher Educational Institute of National Importance / University.
- b) Office Procedure: Composition and working of a file, security of official information and documents, record retention schedule and weeding out of records, punctuality, regulation of attendance, drafting of communication, circulation and keeping of the confidential records.
- c) Service rules: children education allowance, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service - other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, ICC (The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013), RTI and Anti-Ragging Acts / Regulations.

2.3 Skill Test/Trade Test

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the computer proficiency as well as typing speed (i.e.: English Typing 30 words per minute, Hindi Typing - 25 words per minute)

3. General:

- 3.1 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises/Venue for papers for which their use is not permitted.
- 3.2 If any candidate is found to possess any electronic gadgets unless permitted as in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 3.3 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated (except language section).
- 3.4 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

Selection Criteria and Scheme of Examination for the post of Senior Assistant

1. Selection Criteria:

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Senior Assistant shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be in two parts. Objective and Descriptive.
- 1.4 It is necessary to obtain minimum qualifying marks in both tests separately.
(The Descriptive test answer scripts will be evaluated only of those candidates who qualify in the Objective Test.)
- 1.5 The weightage/ marks in each test will be as under:-
 - (i) Objective Test- 200 Marks
 - (ii) Descriptive Test- 100 Marks

Total- 300 Marks

Minimum qualifying marks are 50% in each of these tests.
- 1.6 Standard of questions will be of level as per essential qualification degree/certificate/ experience required for the post
- 1.7 Medium:- English and Hindi except Language paper.
- 1.8 Skill test/Trade test will be only qualifying in nature.
- 1.9 Merit shall be decided based on combined marks secured in Objective and Descriptive test and also to fulfillment of conditions as mentioned herein above / advertisement for the post.
- 1.10 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in Descriptive Test.
 - (b) Marks obtained in Objective Type Test.
 - (c) Marks obtained in qualifying degree examination.

2. Scheme of Examination and Syllabus:

- 2.1 **Objective test:** **Max. Marks: 200** **Duration: Three Hours**

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge – Administration of Higher Educational Institutions	40	80
TOTAL		90	200

2.2 Indicative Syllabus for Objective Type Test – 200 Marks

2.2.1 Section A:- English Language (40 Marks):

Spot the Error, Fill in the Blanks, Synonyms/ Antonym, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.2.2 Section B: Quantitative Aptitude (40 Marks)

The question will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as:

Computation of Decimal and Fractions, Relationship between numbers, Percentages, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.2.3 Section C: General Intelligence and Reasoning (40 marks):

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, address matching, Date & city matching, Classification of Centre codes / roll numbers, Small & Capital letters / numbers coding, decoding, and classification and critical thinking.

2.2.4 Section D: Subject Knowledge - Administration of Higher Educational Institutes (80 Marks) :

This section will contain questions on Administration of higher education institute, such as;

- a) Powers and functions of the authorities, Executive Council / BOG, Academic Council / Senate, Finance Committees and matters connected with the working of the higher educational institutes. For this purpose candidates may go through the Act, Statutes and Ordinances of any Higher Educational Institute of National Importance / University.
- b) Office Procedure: Composition and working of a file, security of official information and documents, record retention schedule and weeding out of records, punctuality, regulation of attendance, drafting of communication, circulation and keeping of the confidential records.
- c) Service rules: Children education allowance, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service - other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation,

seniority and promotion, travelling allowance, New Pension Scheme, ICC (The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013), RTI and Anti-Ragging Acts / Regulations.

2.3 Indicative Syllabus of Descriptive Test: (100 Marks) Duration- Three Hours:

Descriptive Test will consist of two parts i.e. Section A and Section B as shown below:-

2.3.1 Section A: General English (40 Marks):

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, precis, letter writing, noting, drafting and applied grammar.

2.3.2 Section B: - Office Procedure, Service Rules & Higher Educational Institutions Administration (60 Marks):

Office Procedure (15 Marks): Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service rules (15 Marks): Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service - other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, ICC (The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013), RTI and Anti-Ragging Acts and Regulations .

Higher Education Institute Administration (15 Marks): This section will contain questions on Administration of higher education institute, such as powers and functions of the authorities, framing of curricula and evaluation procedures, procedure for processing cases, Executive Council / BOG, Academic Council / Senate, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the higher educational institutes. For this purpose candidates may go through the Act, Statutes and Ordinances of any Higher Educational Institute / University.

Financial Administration (15 Marks): Financial regulations, financial administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

2.4 Skill Test/Trade Test

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the computer proficiency of the candidate (not applicable in case of departmental examination quota)

3. General:

- 3.1 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises/Venue for papers for which their use is not permitted.
- 3.2 If any candidate is found to possess any electronic gadgets unless permitted as in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 3.3 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated (except language section).
- 3.4 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

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**Selection Criteria and Scheme of Examination for the post of
Section Officer:**

1. Selection Criteria:

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Section Officer shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be in two parts. Objective and Descriptive.
- 1.4 It is necessary to obtain minimum qualifying marks in both tests separately.
(The Descriptive test answer scripts will be evaluated only of those candidates who qualify in the Objective Test.)
- 1.5 The weightage/ marks in each test will be as under:-
 - (i) Objective Test- 200 Marks
 - (ii) Descriptive Test- 100 Marks

Total- 300 Marks

Minimum qualifying marks are 50% in each of these tests.
- 1.6 Standard of questions will be of level as per essential qualification degree/certificate/experience required for the post
- 1.7 Medium:- English and Hindi except Language paper.
- 1.8 Skill test/Trade test will be only qualifying in nature.
- 1.9 Merit shall be decided based on combined marks secured in Objective and Descriptive test and also to fulfillment of conditions as mentioned herein above / advertisement for the post.
- 1.10 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in Descriptive Test.
 - (b) Marks obtained in the Objective Type Test.
 - (c) Marks obtained in qualifying degree examination.

2. Scheme of Examination and Syllabus:

- 2.1 **Objective test:** **Max. Marks: 200** **Duration: Three Hours**

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge – Administration of Higher Educational Institutions	40	80
TOTAL		90	200

2.2 Indicative Syllabus for Objective Type Test – 200 Marks

2.2.1 Section A:- English Language (40 Marks):

Spot the Error, Fill in the Blanks, Synonyms/ Antonym, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.2.2 Section B: Quantitative Aptitude (40 Marks)

The question will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as:

Computation of Decimal and Fractions, Relationship between numbers, Percentages, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.2.3 Section C: General Intelligence and Reasoning (40 marks):

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, address matching, Date & city matching, Classification of Centre codes / roll numbers, Small & Capital letters / numbers coding, decoding, and classification and critical thinking.

2.2.4 Section D: Subject Knowledge - Administration of Higher Educational Institutes (80 Marks) :

This section will contain questions on Administration of higher education institute, such as;

- a) Powers and functions of the authorities, Executive Council / BOG, Academic Council / Senate, Finance Committees and matters connected with the working of the higher educational institutes. For this purpose candidates may go through the Act, Statutes and Ordinances of any Higher Educational Institute of National Importance / University.
- b) Office Procedure: Composition and working of a file, security of official information and documents, record retention schedule and weeding out of records, punctuality, regulation of attendance, drafting of communication, circulation and keeping of the confidential records.
- c) Service rules: Children education allowance, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service - other than superannuation, reservations and concession in

appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, ICC (The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013), RTI and Anti-Ragging Acts / Regulations.

2.3 Indicative Syllabus of Descriptive Test: (100 Marks) Duration- Three Hours:

Descriptive Test will consist of two parts i.e. Section A and Section B as shown below:-

2.3.1 Section A: General English (40 Marks):

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, precis, letter writing, noting, drafting and applied grammar.

2.3.2 Section B: - Office Procedure, Service Rules & University Administration (60 Marks):

Office Procedure (15 Marks): Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service rules (15 Marks): Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service - other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging.

Higher Education Institute Administration (15 Marks): This section will contain questions on Administration of higher education institute, such as powers and functions of the authorities, framing of curricula and evaluation procedures, procedure for processing cases, Executive Council / BOG, Academic Council / Senate, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the higher institute. For this purpose candidates may go through the Act, Statutes and Ordinances of any Higher Educational Institute / University.

Financial Administration (15 Marks): Financial regulations, financial administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

2.4 Skill Test/Trade Test

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the computer proficiency of the candidate (not applicable in case of departmental examination quota)

3. General:

- 3.1 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises/Venue for papers for which their use is not permitted.
- 3.2 If any candidate is found to possess any electronic gadgets unless permitted as in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 3.3 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated (except language section).
- 3.4 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

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Selection Criteria and Scheme of Examination for the post of Stenographer

1. Selection Criteria:

- 1.1 Qualifications & experience shall be as per the Recruitment Rules of the School.
- 1.2 The Selection of the Stenographer shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be an Objective Type Test.
- 1.4 It is necessary to obtain minimum qualifying marks in the written examination.
- 1.5 The weightage/ marks of the test will be as under:-
Maximum Marks: 200 Qualifying marks: 100
- 1.6 Standard of questions will be of level as per essential qualification degree/certificate/experience required for the post
- 1.7 Medium:- English and Hindi, except Language paper.
- 1.8 Skill test/Trade test will be only qualifying in nature.
- 1.9 Merit shall be decided based on marks secured in written examination and also to fulfillment of conditions as mentioned herein above / advertisement for the post.
- 1.10 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in Section A
 - (b) Marks obtained in Section B
 - (c) Marks obtained in Section C
 - (d) Marks obtained in qualifying degree / certificate examinations.
- 1.11 The merit list drawn based on the performance in the written examination will be considered by the Selection committee for submitting its recommendations to the Appointing Authority in order of merit subject to fulfill the terms and conditions of the appointment.

2. Scheme of Examination and Syllabus:

- 2.1 Objective test: Max. Marks : 200 Duration: Three Hours

Section	Subjects	Questions	Marks
A	English Language	25	50
B	Quantitative Aptitude	10	50
C	General Intelligence & Reasoning	25	50
D	General Awareness	25	50
TOTAL		85	200

2.2 Indicative Syllabus for Objective Type Test – 200 Marks

2.2.1 Section A:- English Language (50 Marks):

Spot the Error, Fill in the Blanks, Synonyms/ Antonym, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.2.2 Section B: Quantitative Aptitude (50 Marks)

The question will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as:

Computation of Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.2.3 Section C: General Intelligence and Reasoning (50 marks):

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, address matching, Date & city matching, Classification of Centre codes / roll numbers, Small & Capital letters / numbers coding, decoding, and classification and critical thinking.

2.2.4 General Knowledge, Current Affairs (50 Marks)

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Higher Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc.

2.3 Skill Test/Trade Test

The Scheme of Examination - Skill test (Stenography Typing Test)

The test shall be qualifying one unless otherwise specified.

Dictation of a passage (ENGLISH) at 80 words per minute for ten minutes duration to be transcribed in 50 minutes.

OR

Dictation of a passage (HINDI) at 80 words per minute for ten minutes duration to be transcribed in 65 minutes.

The maximum permissible mistake for qualifying the exam: 5%

3. General:

- 3.1 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises/Venue for papers for which their use is not permitted.
- 3.2 If any candidate is found to possess any electronic gadgets unless permitted as in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 3.3 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated (except language section).
- 3.4 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

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**Selection Criteria and Scheme of Examination for the post of
Personal Assistant**

1. Selection Criteria:

- 1.1 Qualifications & experience shall be as per the Recruitment Rules of the School.
- 1.2 The Selection of the Personal Assistant shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be an Objective Type Test.
- 1.4 It is necessary to obtain minimum qualifying marks in the written examination.
- 1.5 The weightage/ marks of the test will be as under:-
Maximum Marks: 200 Qualifying marks: 100
- 1.6 Standard of questions will be of level as per essential qualification degree/certificate/experience required for the post
- 1.7 Medium:- English and Hindi, except Language paper.
- 1.8 Skill test/Trade test will be only qualifying in nature.
- 1.9 Merit shall be decided based on marks secured in written examination and also to fulfillment of conditions as mentioned herein above / advertisement for the post.
- 1.10 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in Section A
 - (b) Marks obtained in Section B
 - (c) Marks obtained in Section C
 - (d) Marks obtained in qualifying degree / certificate examinations.
- 1.11 The merit list drawn based on the performance in the written examination will be considered by the Selection committee for submitting its recommendations to the Appointing Authority in order of merit subject to fulfill the terms and conditions of the appointment.

2. Scheme of Examination and Syllabus:

- 2.1 **Objective test: Max. Marks : 200 Duration: Three Hours**

Section	Subjects	Questions	Marks
A	English Language	25	50
B	Quantitative Aptitude	10	50
C	General Intelligence & Reasoning	25	50
D	General Awareness	25	50
TOTAL		85	200

2.2 Indicative Syllabus for Objective Type Test – 200 Marks

2.2.1 Section A:- English Language (50 Marks):

Spot the Error, Fill in the Blanks, Synonyms/ Antonym, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.2.2 Section B: Quantitative Aptitude (50 Marks)

The question will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as:

Computation of Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.2.3 Section C: General Intelligence and Reasoning (50 marks):

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, address matching, Date & city matching, Classification of Centre codes / roll numbers, Small & Capital letters / numbers coding, decoding, and classification and critical thinking.

2.2.4 General Knowledge, Current Affairs (50 Marks)

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Higher Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc.

2.3 Skill Test/Trade Test

The Scheme of Examination - Skill test (Stenography Typing Test)

The test shall be qualifying one unless otherwise specified.

Dictation of a passage (ENGLISH) at 100 words per minute for ten minutes duration to be transcribed in 50 minutes.

OR

Dictation of a passage (HINDI) at 100 words per minute for ten minutes duration to be transcribed in 65 minutes.

The maximum permissible mistake for qualifying the exam: 5%

3. General:

- 3.1 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises/Venue for papers for which their use is not permitted.
- 3.2 If any candidate is found to possess any electronic gadgets unless permitted as in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 3.3 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated (except language section).
- 3.4 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

योजना तथा वास्तुकला विद्यालय, नई दिल्ली

School of Planning and Architecture, New Delhi

(An 'Institute of National Importance' under an Act of Parliament (Ministry of HRD, Govt. of India))

Selection Criteria and Scheme of Examination for the post of Multi -Tasking Staff (MTS)

1. Selection Criteria:

- 1.1 Qualifications & experience shall be as per the Recruitment Rules of the School.
- 1.2 The Selection of the Multi-Tasking Staff shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be an Objective Type Test.
- 1.4 It is necessary to obtain minimum qualifying marks in the written examination.
- 1.5 The weightage/ marks of the test will be as under:-
Maximum Marks: 100 Qualifying marks: 50
- 1.6 Standard of questions will be of level as per essential qualification degree/certificate/experience required for the post
- 1.7 Medium:- English and Hindi, except Language paper.
- 1.8 Skill test/Trade test will be only qualifying in nature.
- 1.9 Merit shall be decided based on marks secured in written examination and also to fulfillment of conditions as mentioned herein above / advertisement for the post.
- 1.10 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in Section A
 - (b) Marks obtained in Section B
 - (c) Marks obtained in Section C
 - (d) Marks obtained in qualifying degree / certificate examinations.
- 1.11 The merit list drawn based on the performance in the written examination will be considered by the Selection committee for submitting its recommendations to the Appointing Authority in order of merit subject to fulfill the terms and conditions of the appointment.

2. Scheme of Examination and Syllabus:

- 2.1 **Objective test: Max. Marks : 100** **Duration: Two Hours**

Section	Subjects	Questions	Marks
A	English Language	10	25
B	Quantitative Aptitude	05	25
C	General Intelligence & Reasoning	10	25
D	General Awareness	10	25
TOTAL		35	100

2.2 Indicative Syllabus for Objective Type Test – 100 Marks

2.2.1 Section A:- English Language (25 Marks):

Spot the Error, Fill in the Blanks, Synonyms/ Antonym, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.2.2 Section B: Quantitative Aptitude (25 Marks)

The question will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as:

Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.2.3 Section C: General Intelligence and Reasoning (25 marks):

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, address matching, Date & city matching, Classification of Centre codes / roll numbers, Small & Capital letters / numbers coding, decoding, and classification and critical thinking.

2.2.4 General Knowledge, Current Affairs (25 Marks)

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Higher Educational systems, Geography, Economic scene, General Politics etc.

2.3 Skill Test/Performance Test

There will be a skill / performance test. The performance will be assessed based on the activities performed by the candidate as assigned to him out of prescribed 16 duties and responsibilities of the MTS as per Dept. OM no., AB-14017/6/2009-Estt.(RR) dated 30.04.2010. The assessment shall be out of 100 marks and qualifying marks shall be minimum 40 marks.

3. General:

- 3.1 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises/Venue for papers for which their use is not permitted.
- 3.2 If any candidate is found to possess any electronic gadgets unless permitted as in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 3.3 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated (except language section).
- 3.4 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.