

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, Scheme of Examination and  
Syllabus for Various Technical, Library and  
Other Cadres Posts under Direct Recruitment /  
Departmental Examination Quota**

**August 2019**

योजना तथा वास्तुकला विद्यालय, नई दिल्ली  
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**Selection Criteria, Scheme of Examination and Syllabus for  
following Technical, Library and Other Posts**

1. Workshop Superintendent
2. Technical Assistant (Models)
3. Plumber
4. Electrician
5. Mechanic
6. Carpenter
7. Laboratory Mechanic
8. Technical Assistant (Programming)
9. Assistant Library and Information Officer
10. Library and Information Assistant
11. Jr. Library and Information Assistant
12. Driver
13. Estate Supervisor
14. Hindi Typist

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**Selection Criteria and Scheme of Examination for the post of  
 Workshop Superintendent**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Workshop Superintendent 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: Two Hours

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	20	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge – Basic Engineering for Workshop and Tooling	40	80
<b>TOTAL</b>		<b>100</b>	<b>200</b>

## **2.2 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 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.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

### **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 – Basic Engineering for Workshop and Tooling (80 Marks):**

Engineering Materials: Structure and properties of engineering materials and their applications; effect of strain, strain rate and temperature on mechanical properties of metals and alloys; heat treatment of metals and alloys, its influence on mechanical properties.

Applied Mechanics: Engineering mechanics – equivalent force systems, free body concepts, equations of equilibrium; strength of materials – stress, strain and their

relationship, Mohr's circle, deflection of beams, bending and shear stress, Euler's theory of columns.

Theory of Machines and Design: Analysis of planar mechanisms, cams and followers; governors and fly wheels; design of elements – failure theories; design of bolted, riveted and welded joints; design of shafts, keys, spur gears, belt drives, brakes and clutches.

Thermal Engineering: Fluid mechanics – fluid statics, Bernoulli's equation, flow through pipes, equations of continuity and momentum; thermodynamics – zeroth, first and second law of thermodynamics, thermodynamic system and processes, calculation of work and heat for systems and control volumes; air standard cycles; basics of internal combustion engines and steam turbines; heat transfer – fundamentals of conduction, convection and radiation, heat exchangers.

#### Mechanical & Production Engineering:

- a) Metallurgy: Production of metal powders, compaction and sintering, iron equilibrium diagram
- b) Metal Casting: Casting processes – types and applications; patterns – types and materials; allowances; moulds and cores – materials, making, and testing; casting techniques of cast iron, steels and nonferrous metals and alloys; solidification; design of casting, gating and risering; casting inspection, defects and remedies.
- c) Metal Forming: Stress-strain relations in elastic and plastic deformation; concept of flow stress, deformation mechanisms; hot and cold working – forging, rolling, extrusion, wire and tube drawing; sheet metal working processes such as blanking, piercing, bending, deep drawing, coining and embossing; analysis of rolling, forging, extrusion and wire /rod drawing; metal working defects.
- d) Metal Joining Processes: Welding processes – manual metal arc, MIG, TIG, plasma arc, submerged arc, electroslag, thermit, resistance, forge, friction, and explosive welding; other joining processes – soldering, brazing, braze welding; inspection of welded joints, defects and remedies; introduction to advanced welding processes – ultrasonic, electron beam, laser beam; thermal cutting.
- e) Machining and Machine Tool Operations: Basic machine tools; machining processes viz. turning, drilling, boring, milling, shaping, planing, gear cutting, thread production, broaching, grinding, lapping, honing, super finishing etc., mechanics of machining – geometry of cutting tools, chip formation, cutting forces and power requirements, Merchant's analysis; selection of machining parameters; tool materials, tool wear and tool life, economics of machining, thermal aspects of machining, cutting fluids, machinability; principles and applications of nontraditional machining processes – USM, AJM, WJM, EDM and Wire cut EDM, LBM, EBM, PAM, CHM, ECM.
- f) Tool Engineering: Jigs and fixtures – principles, applications, and design; press tools – configuration, design of die and punch; principles of forging die design.
- g) Metrology and Inspection: Limits, fits, and tolerances, interchangeability, selective assembly; linear and angular measurements by mechanical and optical methods, comparators; design of limit gauges; interferometry; measurement of straightness, flatness, roundness, squareness and symmetry; surface finish measurement; inspection of screw threads and gears; alignment testing of machine tools.
- h) Quality Management: Quality – concept and costs, quality circles, quality assurance; statistical quality control, acceptance sampling, zero defects, six sigma; total quality management; ISO 9000; design of experiments – taguchi method.
- i) Computer Integrated Manufacturing: Basic concepts of CAD, CAM, CAPP, cellular manufacturing, NC, CNC, DNC, Robotics, FMS, and CIM.

- j) Product Design and Development: Principles of good product design, tolerance design; quality and cost considerations; product life cycle; standardization, simplification, diversification, value engineering and analysis; concurrent engineering.
- k) Engineering Economy and Costing: Elementary cost accounting and methods of depreciation; break-even analysis, techniques for evaluation of capital investments, financial statements.
- l) Work System Design: Taylor's scientific management, Gilbreths's contributions; productivity – concepts and measurements; method study, micro-motion study, principles of motion economy; work measurement – stop watch time study, work sampling, standard data, PMTS; ergonomics; job evaluation, merit rating, incentive schemes, and wage administration; business process reengineering.
- m) Production Planning and Inventory Control: Forecasting techniques – causal and time series models, moving average, exponential smoothing, trend and seasonality; aggregate production planning; master production scheduling; MRP and MRP-II; order control and flow control; routing, scheduling and priority dispatching; push and pull production systems, concept of JIT manufacturing system; logistics, distribution, and supply chain management;

### **2.3 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 (30 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: - Subject Knowledge (Basic Engineering and Workshop Tooling) (70 Marks):**

**Engineering Materials:** Structure and properties of engineering materials and their applications; effect of strain, strain rate and temperature on mechanical properties of metals and alloys; heat treatment of metals and alloys, its influence on mechanical properties.

**Applied Mechanics:** Engineering mechanics – equivalent force systems, free body concepts, equations of equilibrium; strength of materials – stress, strain and their relationship, Mohr's circle, deflection of beams, bending and shear stress, Euler's theory of columns.

**Theory of Machines and Design:** Analysis of planar mechanisms, cams and followers; governors and fly wheels; design of elements – failure theories; design of bolted, riveted and welded joints; design of shafts, keys, spur gears, belt drives, brakes and clutches.

**Thermal Engineering:** Fluid mechanics – fluid statics, Bernoulli's equation, flow through pipes, equations of continuity and momentum; thermodynamics – zeroth, first and second law of thermodynamics, thermodynamic system and processes, calculation of work and heat for systems and control volumes; air standard cycles; basics of internal combustion



engines and steam turbines; heat transfer – fundamentals of conduction, convection and radiation, heat exchangers.

**Mechanical & Production Engineering:**

- a) Metallurgy: Production of metal powders, compaction and sintering, iron equilibrium diagram
- b) Metal Casting: Casting processes – types and applications; patterns – types and materials; allowances; moulds and cores – materials, making, and testing; casting techniques of cast iron, steels and nonferrous metals and alloys; solidification; design of casting, gating and risering; casting inspection, defects and remedies.
- c) Metal Forming: Stress-strain relations in elastic and plastic deformation; concept of flow stress, deformation mechanisms; hot and cold working – forging, rolling, extrusion, wire and tube drawing; sheet metal working processes such as blanking, piercing, bending, deep drawing, coining and embossing; analysis of rolling, forging, extrusion and wire/rod drawing; metal working defects.
- d) Metal Joining Processes: Welding processes – manual metal arc, MIG, TIG, plasma arc, submerged arc, electroslog, thermit, resistance, forge, friction, and explosive welding; other joining processes – soldering, brazing, braze welding; inspection of welded joints, defects and remedies; introduction to advanced welding processes – ultrasonic, electron beam, laser beam; thermal cutting.
- e) Machining and Machine Tool Operations: Basic machine tools; machining processes viz. turning, drilling, boring, milling, shaping, planning, gear cutting, thread production, broaching, grinding, lapping, honing, super finishing etc., mechanics of machining – geometry of cutting tools, chip formation, cutting forces and power requirements, Merchant's analysis; selection of machining parameters; tool materials, tool wear and tool life, economics of machining, thermal aspects of machining, cutting fluids, machinability; principles and applications of nontraditional machining processes – USM, AJM, WJM, EDM and Wire cut EDM, LBM, EBM, PAM, CHM, ECM.
- f) Tool Engineering: Jigs and fixtures – principles, applications, and design; press tools – configuration, design of die and punch; principles of forging die design.
- g) Metrology and Inspection: Limits, fits, and tolerances, interchangeability, selective assembly; linear and angular measurements by mechanical and optical methods, comparators; design of limit gauges; interferometry; measurement of straightness, flatness, roundness, squareness and symmetry; surface finish measurement; inspection of screw threads and gears; alignment testing of machine tools.
- h) Quality Management: Quality – concept and costs, quality circles, quality assurance; statistical quality control, acceptance sampling, zero defects, six sigma; total quality management; ISO 9000; design of experiments – taguchi method.
- i) Computer Integrated Manufacturing: Basic concepts of CAD, CAM, CAPP, cellular manufacturing, NC, CNC, DNC, Robotics, FMS, and CIM.
- j) Product Design and Development: Principles of good product design, tolerance design; quality and cost considerations; product life cycle; standardization, simplification, diversification, value engineering and analysis, concurrent engineering.
- k) Engineering Economy and Costing: Elementary cost accounting and methods of depreciation; break-even analysis, techniques for evaluation of capital investments, financial statements.
- l) Work System Design: Taylor's scientific management, Gilbreth's contributions; productivity – concepts and measurements; method study, micro-motion study, principles of motion economy; work measurement – stop watch time study, work sampling, standard data, PMTS; ergonomics; job evaluation, merit rating, incentive schemes, and wage administration; business process reengineering.

- m) Production Planning and Inventory Control: Forecasting techniques – causal and time series models, moving average, exponential smoothing, trend and seasonality; aggregate production planning; master production scheduling; MRP and MRP-II; order control and flow control; routing, scheduling and priority dispatching; push and pull production systems, concept of JIT manufacturing system; logistics, distribution, and supply chain management;

## **2.4 Skill Test/Trade Test**

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Workshop Superintendent, 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  
Technical Assistant (Models)**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
  - 1.2 The Selection of the Technical Assistant (Models) 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: Two Hours

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	20	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge required for the Technical Assistant (Models)	40	80
TOTAL		100	200

## **2.2 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 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.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

### **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 (Technical Assistant Models) - (80 Marks):**

Classification and types of chisels, files & uses, vices - its constructions and uses. Hammers and its types. Related safety. Various methods of holding jobs, use of clamps, nuts & bolts V- blocks, angle plates shaping operations, their importance. Introduction to lathe. Its types, engine lathe construction, detail function of parts size and specification. Safety points to be observed while working on a lathe. Grinding machine introduction types, specification, their parts and functions & uses.

Safety points to be observed while working on a Grinding machine. Types of Abrasives and their uses, Glazing and loading of wheels. Importance and necessity of quality. Use of proper cutting speed and feed for various metals. Calculation for the machining time, machining allowances. Lubricant / coolants and various ways of their application.

**2.3 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 (30 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: - Subject Knowledge (Technical Assistant Models)      (70 Marks):**

Classification and types of chisels, files & uses, vices - its constructions and uses. Hammers and its types. Related safety. Various methods of holding jobs, use of clamps, nuts & bolts V- blocks, angle plates shaping operations, their importance. Introduction to lathe. Its types, engine lathe construction, detail function of parts size and specification. Safety points to be observed while working on a lathe. Grinding machine introduction types, specification, their parts and functions & uses.

Safety points to be observed while working on a Grinding machine. Types of Abrasives and their uses, Glazing and loading of wheels. Importance and necessity of quality. Use of proper cutting speed and feed for various metals. Calculation for the machining time, machining allowances. Lubricant / coolants and various ways of their application.

**2.4 Skill Test/Trade Test**

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Technical Assistant (Models), 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  
Plumber**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Plumber shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be of Objective Type.
- 1.4 It is necessary to obtain minimum qualifying marks.
- 1.5 The weightage/ marks in each test will be as under:-
  - (i) Objective Test- 200 Marks
  - Total- 200 Marks**

Minimum qualifying marks are 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 the marks secured in Objective 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 the Objective Type Test (Section D).
  - (b) Marks obtained in the Objective Type Test (Section B)
  - (c) Marks obtained in the Objective Type Test (Section C)
  - (d) Marks obtained in qualifying degree examination.

**2. Scheme of Examination and Syllabus:**

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

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge required for Plumber	40	80
<b>TOTAL</b>		<b>90</b>	<b>200</b>

- 2.2 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, 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, 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 required for Plumber - (80 Marks):**

General lays out, assembles, installs and maintains sanitary fittings and fixtures, sewage and drainage systems, heating and sanitary systems, gas and water pipe lines etc. Threading pipe of various sizes. Fixing of different fittings. Different types of pipes GI, CI, PVC/CPVC, PPR, AC and HDPE etc. Use of proper cutting speed and feed for various metals. Calculation for the machining time, machining allowances. Lubricant/coolants and various ways of their application.

### **2.3 Skill Test/Trade Test**

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Plumber, of the candidate.

## **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  
Electrician**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Electrician shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be of Objective Type.
- 1.4 It is necessary to obtain minimum qualifying marks.
- 1.5 The weightage/ marks in each test will be as under:-
  - (i) Objective Test- 200 Marks
  - Total- 200 Marks

Minimum qualifying marks are 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 the marks secured in Objective 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 the Objective Type Test (Section D).
  - (b) Marks obtained in the Objective Type Test (Section B)
  - (c) Marks obtained in the Objective Type Test (Section C)
  - (d) Marks obtained in qualifying degree examination.

**2. Scheme of Examination and Syllabus:**

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

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge required for Electrician	40	80
TOTAL		90	200

**2.2 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, 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, 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 required for Electrician - (80 Marks):**

Identification of Trade-Hand tools Specifications. Introduction of National Electrical Code 2011 Explanation, Definition and properties of conductors, insulators and semi-conductors. Voltage grading of different types of Insulators, Temp. Rise permissible. Types of wires & cables standard wire gauge. Specification of wires & Cables-insulation & voltage grades -Low, medium & high voltage Precautions in using various types of cables / Ferrules. Working principles and circuits of common domestic equipments & appliances D.C. Machines - General concept of Electrical Machines. Principle of D.C. generator. Use of Armature, Field Coil, Yoke, and Commutator, slip ring Brushes, Laminated core. Explanation of D.C. Generators-types – parts. E.M.F. equation-self excitation and separately excited Generators-Practical uses. Brief description of series, shunt and compound generators.

**2.3 Skill Test/Trade Test**

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Electrician, of the candidate.

**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  
Mechanic**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Mechanic shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be of Objective Type.
- 1.4 It is necessary to obtain minimum qualifying marks.
- 1.5 The weightage/ marks in each test will be as under:-
  - (i) Objective Test- 200 Marks  
Total- 200 Marks  
Minimum qualifying marks are 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 the marks secured in Objective 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 the Objective Type Test (Section D).
  - (b) Marks obtained in the Objective Type Test (Section B)
  - (c) Marks obtained in the Objective Type Test (Section C)
  - (d) Marks obtained in qualifying degree examination.

**2. Scheme of Examination and Syllabus:**

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

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge required for Mechanic	40	80
TOTAL		90	200

- 2.2 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, Comprehension Passage.

**2.2.4 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, Time and distance, Time and work.

**2.2.5 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.

**2.2.6 Section D: Subject Knowledge required for Mechanic - (80 Marks):**

Identification of Trade-Hand tools Specifications Basic Manufacturing process, Lathe Machine, Drilling Machine, Classification of Machine Tools, Fabrication Process, Metal Working and Cutting Tools, Cutting speed, feed, depth of cut & machining time calculation, Work holding devices – drill jig, vice, V-block, direct clamping on table. Different types of tool holding devices. Introduction to lathe. Its types, engine lathe construction, detail function of parts size and specification. Safety points to be observed while working on a lathe. Grinding machine introduction types, specification, their parts and functions & uses. Safety points to be observed while working on a Grinding machine. Types of Abrasives and their uses, Glazing and loading of wheels. Explain the importance and necessity of quality.

**2.3 Skill Test/Trade Test**

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Mechanic, of the candidate.

**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 Carpenter

##### 1. Selection Criteria:

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Carpenter shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be of Objective Type.
- 1.4 It is necessary to obtain minimum qualifying marks.
- 1.5 The weightage/ marks in each test will be as under:-
  - (i) Objective Test- 200 Marks  
Total- 200 Marks  
Minimum qualifying marks are 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 the marks secured in Objective 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 the Objective Type Test (Section D).
  - (b) Marks obtained in the Objective Type Test (Section B)
  - (c) Marks obtained in the Objective Type Test (Section C)
  - (d) Marks obtained in qualifying degree examination.

##### 2. Scheme of Examination and Syllabus:

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

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge for Carpenter	40	80
TOTAL		90	200

##### 2.2. 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, 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, 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 required for Carpenter - (80 Marks):**

Wood working machines types, sizes, parts and their functions and operations and safety precautions and maintenance. types of joint, Description, size & uses of plywood & laminated insulation fiber/synthetic board. Hardware used as nails, screws, types sizes, uses Nuts, bolts, washers, locks hinges, Hiss & Stable, tower bolt door handle other fittings. Vice clamps, hacksaw, punch, hammer, cold, chisel, files-types, sizes, use & care. Tap & die, drill bits -types, size, use & care. Corner plate, angle plates etc. used in carpentry trade- uses. Nut & bolt, washer machine screw etc. -type, size, is specification & use. Types of Timber used in different furniture making.

**2.3 Skill Test/Trade Test**

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Carpenter, of the candidate.

**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  
Laboratory Mechanic**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Laboratory Mechanic shall be through a process of written test followed by Skill test/ Trade test.
- 1.3 The written examination will be of Objective Type.
- 1.4 It is necessary to obtain minimum qualifying marks.
- 1.5 The weightage/ marks in each test will be as under:-
  - (i) Objective Test- 200 Marks  
**Total- 200 Marks**  
Minimum qualifying marks are 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 the marks secured in Objective 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 the Objective Type Test (Section D).
  - (b) Marks obtained in the Objective Type Test (Section B)
  - (c) Marks obtained in the Objective Type Test (Section C)
  - (d) Marks obtained in qualifying degree examination.

**2. Scheme of Examination and Syllabus:**

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

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	10	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge required for Laboratory Mechanic	40	80
TOTAL		90	200

**2.2 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, 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, 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 required for Laboratory Mechanic - (80 Marks):**

Surveying and Leveling: Technical terms used in Surveying & leveling, Leveling, Parts, Types of Leveling instruments and their accessories Automatic level & dumpy level, Permanent adjustment of leveling instruments, Practice in reading staff, Methods of observation, Reduction of levels, Types of field book, Reciprocal leveling, Effects of earth's curvature & refraction in leveling, Common errors and their elimination, Introduction to contour, Practice in establishing bench marks, Height of collimation and Rise & Fall methods, calculation of earthwork, Proficiency in Total Station for carrying out contour survey, collection and use of recoded data from Total Station, setting out through Total Station.

Plane Table Survey, Compass Survey, Chain Survey; various methods and applications, Working Knowledge of Electronic Distance Measurement, Geological Information System (GIS).

Building Material Testing: Working knowledge of Universal Testing Machine and Compression Testing Machine and their maintenance including calibration, Testing of Models of Structural elements, Testing of Building Materials like Cement, Fine aggregate, Coarse aggregate, Concrete, Steel, Brick, Timber etc.

Knowledge of Computer basic like word, excel etc.

### 2.3 Skill Test/Trade Test

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Laboratory Mechanic, of the candidate.

### 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  
Technical Assistant (Programming)**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Technical Assistant (Programming) 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: Two Hours

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	20	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge (Information Technology and Computer Application)	40	80
TOTAL		100	200

## **2.2 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 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.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

### **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 (Information Technology and Computer Application) - (80 Marks):**

Computer-based statistical & Numerical methods, Discrete Structures, Programming and Problem Solving through C and C++, Java, Data Structures through C and C++, Object Oriented Programming through JAVA, Computer System Architecture, Database Management System with working knowledge on Oracle/Ingress/Sybase/DB/JET/sql etc., Structured System Analysis and Design, Operating System UNIX and Shell Programming, Automata Theory and Computer Design, Data Communication and Network Technologies, Wireless and Mobile Communication, Network Management, Cryptography and information security, Computer Graphics and Multimedia, Digital Image Processing, Visual Programming, Software Engineering & CASE Tools, Software

Testing & Quality Management, Software Project Management, Artificial Intelligence, Neural Networks, Data Warehouse & Data Mining, INTERNET Technology, Web Design and Web Services, Parallel Computing, Machine Learning and Python, E-Commerce, Windows/Unix commands & Tools, Basic Concepts, Queries, Transact in database.

### **2.3 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 (30 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: - Subject Knowledge (Information Technology and Computer Application) (70 Marks):**

Computer-based statistical & Numerical methods, Discrete Structures, Programming and Problem Solving through C and C++, Java, Data Structures through C and C++, Object Oriented Programming through JAVA, Computer System Architecture, Database Management System with working knowledge on Oracle/Ingress/Sybase/DB/JET/sql etc., Structured System Analysis and Design, Operating System UNIX and Shell Programming, Automata Theory and Computer Design, Data Communication and Network Technologies, Wireless and Mobile Communication, Network Management, Cryptography and information security, Computer Graphics and Multimedia, Digital Image Processing, Visual Programming, Software Engineering & CASE Tools, Software Testing & Quality Management, Software Project Management, Artificial Intelligence, Neural Networks, Data Warehouse & Data Mining, INTERNET Technology, Web Design and Web Services, Parallel Computing, Machine Learning and Python, E-Commerce, Windows/Unix commands & Tools, Basic Concepts, Queries, Transact in database.

### **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  
Assistant Library and Information Officer**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Assistant Library and Information Officer shall be through a process of written 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 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.
- 1.9 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: Two Hours**

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	20	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge – Library and Information Science	40	80
<b>TOTAL</b>		<b>100</b>	<b>200</b>

## **2.2 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 – Library & Information Science (80 Marks) :**

Library and Society: Laws of Library Science; Types of Libraries; Professional bodies and Associations; Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services etc;

Library Management: Collection Development – Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification of Books; Methods and Tools; Binding and Preservation, Weeding Process, etc.;

Library Cataloguing and Classification: Canons and Principles, Library Classification Schemes – DDC, CC, UDC; Library Cataloguing Codes – CCC and AACR;

Reference and Information Sources: Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Geographical and Bibliographical Sources; Ready Reference Sources; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E- Documents, E-Books, E-Journals, etc.;

Information and Communication Services: Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Users Education and Information Literacy; Documents Delivery, CAS, SDI, E-Alert and Web-based Services;

Information Technology: Introduction to Computers; Use of Computers in Library Housekeeping, Library Automation; Software and Software Packages; Network and Security Systems etc.;

## **2.3 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 ( 30 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: - Library & Information Science, (70 Marks):**

Library and Society: Laws of Library Science; Types of Libraries; Professional bodies and Associations; Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services etc.;

Library Management: Collection Development – Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification of Books; Methods and Tools; Binding and Preservation, Weeding Process, etc.;

Library Cataloguing and Classification: Canons and Principles, Library Classification Schemes – DDC, CC, UDC; Library Cataloguing Codes – CCC and AACR;

Reference and Information Sources: Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Geographical and Bibliographical Sources; Ready Reference Sources; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E- Documents, E-Books, E-Journals, etc.;

Information and Communication Services: Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Users Education and Information Literacy; Documents Delivery, CAS, SDI, E-Alert and Web-based Services;

Information Technology: Introduction to Computers; Use of Computers in Library Housekeeping, Library Automation; Software and Software Packages; Network and Security Systems etc.;

### **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  
Library and Information Assistant**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Library and Information 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**
- 1.6 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: Two Hours

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	20	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge – Library & Information Science	40	80
TOTAL		100	200



## **2.2 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 – Library & Information Science (80 Marks):**

Types of Libraries and their Features; Role of Libraries in contemporary Society; Laws of Library Science; Library legislation in different states of India; Intellectual Property Rights (IPR); National and International Library Associations; National and intercalation; Information Centers etc.;

Basic Terminology: Call Number, Class Number, Book Number, Classification; Library Classification Schemes- DDC, UDC, and CC; Library Catalogue Code- CCC and AACR; Definition and purpose; OPAC and WebOPAC etc;

Principles of Book Selection; Selection Tool; Print and Non-Print Materials; Processing of Documents; Accessioning, Classification, Cataloguing, Labeling and Shelving; Periodicals/Journals Selection and Procurement; Book Transaction System; Stock Verification of Books; Methods and Tools; Binding and Preservation; Weeding Process etc.;

Reference and Information Sources: Primary, Secondary and Tertiary, Documentary, Non-Documentary; E-Documents; E-Books; E-Journals; Bibliography and Reference Sources- Types of Bibliography; •Reference Sources- Dictionaries, Encyclopedias; Geographical and Biographical Sources; Indexing and Abstracting Sources; Types of Bibliographies; Bibliographies Sources



Information Services: Concept and need for Information; Types of Documents; Nature and Organisation of Information Services; Abstracting and Indexing Services, Computer based Information Services-CAS, SDI etc.;

Information Technology: Introduction to Computers; User of Computers in Library Housekeeping; Library Automation; Software and Software Package; Library Networks-INFLIBNET, DELNET, National and International Information Systems – INSDOC, NISSAT, DESIDOC, NASSDOC, etc;

### **2.3 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 (30 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: - Subject Knowledge – Library & Information Science (70 Marks):**

Types of Libraries and their Features; Role of Libraries in contemporary Society; Laws of Library Science; Library legislation in different states of India; Intellectual Property Rights (IPR); National and International Library Associations; National and intercalation; Information Centers etc.;

Basic Terminology: Call Number, Class Number, Book Number, Classification; Library Classification Schemes- DDC, UDC, and CC; Library Catalogue Code- CCC and AACR; Definition and purpose; OPAC and WebOPAC etc;

Principles of Book Selection; Selection Tool; Print and Non-Print Materials; Processing of Documents; Accessioning, Classification, Cataloguing, Labeling and Shelving; Periodicals/Journals Selection and Procurement; Book Transaction System; Stock Verification of Books; Methods and Tools; Binding and Preservation; Weeding Process etc.;

Reference and Information Sources: Primary, Secondary and Tertiary, Documentary, Non-Documentary; E-Documents; E-Books; E-Journals; Bibliography and Reference Sources- Types of Bibliography; Reference Sources- Dictionaries, Encyclopedias; Geographical and Biographical Sources; Indexing and Abstracting Sources; Types of Bibliographies; Bibliographies Sources

Information Services: Concept and need for Information; Types of Documents; Nature and Organisation of Information Services; Abstracting and Indexing Services, Computer based Information Services-CAS, SDI etc.;

Information Technology: Introduction to Computers; User of Computers in Library Housekeeping; Library Automation; Software and Software Package; Library Networks-INFLIBNET, DELNET, National and International Information Systems – INSDOC, NISSAT, DESIDOC, NASSDOC, etc;

## 2.4 Skill Test/Trade Test

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill and working knowledge, required for Library & Information Assistant, 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  
Jr. Library and Information Assistant**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
  - 1.2 The Selection of the Jr. Library and Information 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.
  - 1.4 It is necessary to obtain minimum qualifying marks.
  - 1.5 The weightage/ marks in each test will be as under:-
    - (i) Objective Test- 200 Marks  
Total- 200 Marks
- Minimum qualifying marks are 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 the marks secured in Objective 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 the Objective Type Test (Section D).
    - (b) Marks obtained in the Objective Type Test (Section B)
    - (c) Marks obtained in the Objective Type Test (Section C)
    - (d) Marks obtained in qualifying degree examination.

**2. Scheme of Examination and Syllabus:**

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

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	20	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge – Library & Information Science	40	80
TOTAL		100	200

- 2.2 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, 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 – Library & Information Science (80 Marks):**

Types of Libraries and their Features; Role of Libraries in contemporary Society; Laws of Library Science; Library legislation in different states of India; Intellectual Property Rights (IPR); National and International Library Associations; National and intercalation; Information Centers etc.;

Basic Terminology: Call Number, Class Number, Book Number, Classification; Library Classification Schemes- DDC, UDC, and CC; Library Catalogue Code- CCC and AACR; Definition and purpose; OPAC and WebOPAC etc;

Principles of Book Selection; Selection Tool; Print and Non-Print Materials; Processing of Documents; Accessioning, Classification, Cataloguing, Labeling and Shelving; Periodicals/Journals Selection and Procurement; Book Transaction System; Stock Verification of Books; Methods and Tools; Binding and Preservation; Weeding Process etc.;

Reference and Information Sources: Primary, Secondary and Tertiary, Documentary, Non-Documentary; E-Documents; E-Books; E-Journals; Bibliography and Reference Sources- Types of Bibliography; Reference Sources- Dictionaries, Encyclopedias; Geographical and Biographical Sources; Indexing and Abstracting Sources; Types of Bibliographies; Bibliographies Sources

Information Services: Concept and need for Information; Types of Documents; Nature and Organisation of Information Services; Abstracting and Indexing Services, Computer based Information Services-CAS, SDI etc.;

Information Technology: Introduction to Computers; User of Computers in Library Housekeeping; Library Automation; Software and Software Package; Library Networks- INFLIBNET, DELNET, National and International Information Systems – INSDOC, NISSAT, DESIDOC, NASSDOC, etc;

### **2.3 Skill Test/Trade Test**

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill and working knowledge required, for Jr. Library and Information Assistant, of the candidate.

### **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  
Driver**

**1. Selection Criteria:**

- 1.1 Qualifications & experience shall be as per the Recruitment Rules of the School.
- 1.2 The Selection of the Driver 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	10
B	Quantitative Aptitude	10	20
C	General Intelligence & Reasoning	10	20
D	Subject Knowledge – Driving Techniques and Motor Car Mechanism and related Rules / Acts	25	50
TOTAL		55	100



## 2.2 Indicative Syllabus for Objective Type Test – 100 Marks

### 2.2.1 Section A:- English Language (10 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 (20 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, Time and distance, Time and work.

### 2.2.3 Section C: General Intelligence and Reasoning (20 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 – Driving Techniques and Motor Car Mechanism and related Rules and Acts (50 Marks):

Knowledge of motor driving, motor mechanics and traffic rules and regulations. Various sections of the Motor Vehicles Act (amended from time to time), Licensing of Drivers of Motor Vehicles, Registration of Motor Vehicles, Control of Transport Vehicles, Control of Traffic, Insurance of Motor Vehicles, Offence, Penalties and Procedure, Mandatory signs, Accident Claims, Accident Claims Tribunals and Traffic Rules.

## 2.3 Skill Test/Performance Test

There will be a skill / performance test. This test will assess the candidate's driving skills and test his knowledge of motor driving, motor mechanics and traffic rules and regulations.

S. No.	Subject	Marks
1	All checks before engine starting and knowledge about vehicle sensor and signals and rear view mirror adjustment and safety measures such as seat belts etc.	10
2	Smooth straight head driving with gears changing, top gear speed, change to lower gear from top gear in different traffic conditions.	10
3	Vehicle uphill and downhill operations stop and restart at steep gradient without rolling back.	10
4	The technique of overtaking, giving pass, change of lanes and lane driving and other precautions.	10
5	Use of hand signals and electric signals, emergency stops precautions and safety.	10
6	Vehicle reversing, garaging on & off side and taking out vehicle from	20



	different restrictions, turning of vehicle left, right and stopping etc.	
7	Show courtesy and consideration for the safe and convenience of other road users, such as pedestrians, drivers of other motor vehicles and cyclist.	05
8	Knowledge about mandatory, warning and informatory road signs.	10
9	Knowledge about driver's duty in case of accident.	05
10	Knowledge about motor mechanism (Candidate should be able to remove minor defects in vehicle).	10
TOTAL		100

### 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  
Estate Supervisor**

**1. Selection Criteria:**

- 1.1 Qualification & experience shall be as per Recruitment Rules of the School.
- 1.2 The Selection of the Estate Supervisor shall be through a process of written 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 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.
- 1.9 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
  - (d) Marks obtained in Descriptive Test.
  - (e) Marks obtained in Objective Type Test.
  - (f) Marks obtained in qualifying degree examination.

**2. Scheme of Examination and Syllabus:**

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

Section	Subjects	Questions	Marks
A	English Language	20	40
B	Quantitative Aptitude	20	40
C	General Intelligence & Reasoning	20	40
D	Subject Knowledge -- required for Estate Supervisor	40	80
TOTAL		100	200

- 2.2 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 required for Estate Supervisor (80 Marks) :**

The question will be designed to test the ability of appropriate use of knowledge related to estate management security issues. The scope of the test may cover topics such as:

Safeguard and maintenance of property / buildings such as Hostel, Residential Complex, Academic Buildings. Preparation of the budget and estimate for maintenance of the buildings, furniture and equipment, tendering and contract for award of the work orders, record keeping, GFR and purchase procedure, security related issues of the hostel, residential and academic campuses, emergency, fire safety and firefighting, rain water harvesting, sanitation and cleaning of academic campuses.

**2.3 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 (30 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: - Subject Knowledge required for Estate Supervisor, (70 Marks):

The question will be designed to test the ability of appropriate use of knowledge related to estate management, security issues. The scope of the test may cover topics such as:

Safeguard and maintenance of property / buildings such as Hostel, Residential Complex, Academic Buildings. Preparation of the budget and estimate for maintenance of the buildings, furniture and equipment, tendering and contract for award of the work orders, record keeping, GFR and purchase procedure, security related issues of the hostel, residential and academic campuses, emergency, fire safety and firefighting, rain water harvesting, sanitation and cleaning of academic campuses.

### 2.4 Skill Test/Trade Test

The Test shall be qualifying one unless otherwise specified.

It will be conducted to test the skill, required for Estate Supervisor, 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 Hindi Typist

### 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	General Hindi	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:- General Hindi (50 Marks):

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

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.



# 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))

### हिन्दी टाइपिस्ट के पद के लिए चयन मानदंड तथा परीक्षा की स्कीम

#### 1. चयन मानदंड

- 1.1 योग्यता एवं अनुभव विद्यालय के भर्ती नियमों के अनुसार होंगे।
- 1.2 हिन्दी टाइपिस्ट का चयन लिखित तथा कौशल परीक्षण / व्यावसायिक परीक्षण के माध्यम से किया जाएगा।
- 1.3 लिखित परीक्षा वस्तुनिष्ठ परीक्षा प्रकार से ली जाएगी।
- 1.4 लिखित परीक्षा में न्यूनतम अर्हक अंक प्राप्त करना अनिवार्य होगा।
- 1.5 परीक्षा के वेटेज / अंक इस प्रकार होंगे:- अधिकतम अंक 200 अर्हक अंक 100
- 1.6 प्रश्नों का मानक पद के लिए अपेक्षित योग्यताओं उपाधि / प्रमाण पत्र / अनुभव के स्तर के अनुसार होगा।
- 1.7 माध्यम अंग्रेजी और हिन्दी (भाषा के पेपर के अलावा)
- 1.8 कौशल परीक्षण / व्यावसायिक परीक्षा केवल अर्हक स्तर के होंगे।
- 1.9 मेरिट का निर्णय लिखित परीक्षा में प्राप्त अंकों के आधार पर तथा पद के लिए उपरोक्त वर्णित शर्तों / विज्ञापन की शर्तों को पूरा करने अनुसार होगा।
- 1.10 प्राप्त अंक बराबर होने पर, मेरिट के निर्णय हेतु निम्नलिखित क्रमानुसार मेरिट का निर्णय लिया जाएगा।

क) अनुभाग क में प्राप्त अंक

ख) अनुभाग ख में प्राप्त अंक

ग) अनुभाग ग में प्राप्त अंक

घ) अर्हक उपाधि प्रमाण पत्र / परीक्षा में प्राप्त अंक

- 1.11 लिखित परीक्षा में निष्पादन के आधार पर बनाई गई मेरिट सूची पर चयन समिति द्वारा विचार किया जाएगा तथा नियुक्ति के लिए निर्धारित विनियमों एवं शर्तों तथा मेरिट के अनुसार को अनुशंसा को न्युक्ति प्राधिकारी को भेजा जाएगा।

#### 2. परीक्षा की स्कीम तथा पाठ्यक्रम:

##### 2.1 वस्तुनिष्ठ परीक्षा: अधिकतम अंक: 200 समय: 3 घंटे

अनुभाग	विषय	प्रश्न	अंक
क	सामान्य हिन्दी	25	50
ख	मात्रात्मक अभिरुचि / अभिज्ञता	10	50
ग	सामान्य बुद्धिमता / ज्ञान तर्क योग्यता	25	50
घ	सामान्य जानकारी	25	50
	जोड़	85	200



## 2.2 वस्तुनिष्ठ प्रकार की परीक्षा के लिए सांकेतिक पाठ्यक्रम - 200 अंक

### 2.2.1 अनुभाग - क: सामान्य हिन्दी (50 अंक)

त्रुटि स्थान देखें, रिक्त स्थान भरें, समानार्थक शब्द / विपरीतार्थक शब्द, 'वर्तनी' / गलत शब्दों का पता लगाना, मुहावरे और वाक्यांश, एक शब्द प्रतिस्थापन, वाक्यों का सुधार, वाक्य भागों का फेर बदल, एक गद्यांश में वाक्यों का फेर बदल, व्यापक गद्यांश

### 2.2.2 अनुभाग - ख: मात्रात्मक अभिरूचि / अभिक्षमता (50 अंक)

प्रश्नों को उम्मीदवार की संख्याओं एवं संख्याओं के उचित उपयोग करने की क्षमता का परीक्षण करने के लिए डिजाइन किया जाएगा। इस परीक्षा के स्कोप में निम्नलिखित विषयों को कवर किया जाएगा, जैसे कि: दशमलव और भिन्न की गणना, संख्याओं के मध्य संबंध, प्रतिशत, वर्गमूल, औसत, ब्याज (साधारण एवं चक्रवृद्धि), लाभ और हानि, छूट, साझेदारी व्यापार, समय और दूरी, समय और कार्य

### 2.2.3 अनुभाग - ग: सामान्य बुद्धिमत्ता / ज्ञान एवं तर्क योग्यता

इस अनुभाग में एनालॉगस, समानताएं एवं विषमताएं, समास्या समाधान, विश्लेषण, निर्णय, निर्णय लेने, विभेद, अवलोकन, संबंध, निकल्पनाएं, अंकगणितीय विषयक तर्क, अंकगणितीय संख्या श्रंखला, कोडिंग और डिकोडिंग, कथन निष्कर्ष, इंडेक्सिंग, पता मिलान करना, तिथि और नगर का मिलान करना, केन्द्र कोड, रोल नम्बर का वर्गीकरण, छोटे और बड़े अक्षर / संख्या कोडिंग, डिकोडिंग और वर्गीकरण और समालोचक सममन जैसे प्रश्न शामिल होंगे।

### 2.2.4 सामान्य ज्ञान सामयिक घटनाक्रम (50 अंक)

इसमें प्रश्नों का डिजाइन उम्मीदवार के आसपास के वातावरण के बारे में उसकी सामान्य जागरूकता और समाज के हित के लिए उसका प्रयोग करने संबंधी उसकी क्षमता / योग्यता का परीक्षण करने के लिए किया जाएगा। प्रश्नों को वर्तमान घटनाओं के ज्ञान, दिन प्रतिदिन होने वाले अवलोकनों और इनके वैज्ञानिक पहलुओं के साथ अनुभवों, जो कि एक शिक्षित व्यक्ति से उम्मीद की जा सकती है, के ज्ञान को जांचने के लिए डिजाइन किया जाएगा। इस परीक्षण में भारत से संबंधित प्रश्न शामिल होंगे, विशेषतः इतिहास भारतीय संस्कृति, उच्च शिक्षाप्रणाली, भूगोल, अर्थिक परिदृश्य, भारतीय संविधान सहित भारतीय राजनीति तथा वैज्ञानिक अनुसंधान इत्यादि पर प्रश्न शामिल होंगे।

## 2.3 कौशल परीक्षा / व्यावसायिक परीक्षा

जब तक अन्यथा विनिष्ठ नहीं किया जाता यह परीक्षा केवल अर्हक ही होगी। टंकण परीक्षा न्यूनतम उत्तीर्ण गति के साथ दिये गये पैसेज से पांच मिनट की अवधि की होगी

हिन्दी टंकण - 25 शब्द प्रति मिनट

### 3. सामान्य

- 3.1 उम्मीदवार को नोटिस काल / लैटर में निर्दिष्ट किये गये निर्देश के अलावा कोई भी इलेक्ट्रॉनिक गैजेट / मोबाइल फोन लाने की अनुमति नहीं है इसलिए उन्हें परीक्षा के लिए परीक्षा परिसर / वेन्यू के अन्दर सामान नहीं लाना चाहिए, जिसके उपयोग की अनुमति नहीं है
- 3.2 यदि किसी उम्मीदवार के पास उपरोक्त में अनुमत्य किये गये, के अतिरिक्त कोई भी इलेक्ट्रॉनिक गैजेट अथवा मोबाइल फोन और अन्य किसी प्रकार की वायरलेस संचार सामग्री (चाहे वे चालू हो या स्विच आफ हो) पायी जाती है उसकी उम्मीदवारी को रद्द कर दिया जाएगा तथा उसे परीक्षा से वंचित कर दिया जाएगा।
- 3.3 जहां पर जैसा लागू होगा उम्मीदवार को अपने उत्तर हिन्दी अथवा अंग्रेजी में देने / लिखने होंगे यदि उत्तर आधे हिन्दी अथवा आधे अंग्रेजी में लिखे / दिये होंगे तो उत्तर पुस्तिका का कोई मूल्यांकन नहीं किया जाएगा (भाषा के अनुभाग के अलावा)
- 3.4 प्रश्न पत्र में जहाँ पर भी आवश्यक होगा केवल माप तौल की मेट्रिक प्रणाली का ही उपयोग किया जाएगा।