NOTICE

Applications on the prescribed form are invited for appointment to the following posts on purely contractual basis initially for a period of six months for the College HOSTEL. Completed applications should reach (by post only) the Principal, Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060 on or before Thursday, 19th July, 2018. Applications other than on prescribed form, incomplete application in any form, unsigned application, application without required documents/testimonials, application fee or application reaching after the last date shall summarily be rejected without further reference. The College shall not be responsible for any delay/loss due to postal or technical reason(s). Please note that applications shall not be accepted in person.

HOUSEKEEPER (FEMALE)  No. of post: 01

Essential Qualifications:
1. Graduation from a recognized university.
2. Working knowledge of computers
3. Two years experience in similar field/area (a certificate to this effect as proof of the same may be submitted)

Desirable:
1. A diploma or certificate of minimum 6 months in House Keeping / Home Science or any other relevant subject from a reputed institute.
2. Knowledge of book keeping to maintain:
   (a) Stock Register
   (b) Assets Register
   (c) Mess Account and Mess Rebate
3. Maintenance of Registers:
   (a) Attendance Register of students
   (b) Leave Register
   (c) Handling Mess Karamcharies, Safai Karamcharies etc
4. Maintenance and upkeep of the Hostel and overseeing its smooth functioning

Consolidated Salary: Rs. 18,960/- per month (an additional allowance of Rs. 6040 will also be given per month + free boarding and lodging during hostel term time.)

Age: Above 30 years

NOTE: The selected candidate will be provided lodging within the Hostel (single accommodation only) and it is mandatory for the Housekeeper to be a resident during hostel term time. The date of interview will be notified separately on the College Website.

JUNIOR ASSISTANT  No. of post: 01

Essential Qualifications:
1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University, and Diploma/Certificate of minimum six months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Having a typing speed of 40 w.p.m. in English typewriting through computers.

Age Limit: 27 years

NOTE: 1. The incumbent is expected to work under the close supervision of Section Officer/Administrative Officer/Hostel Warden. He should possess an aptitude for drafting/noting in English, office procedures, Data Processing in a computerized environment with key focus on Accounts and Finance.

Date of written exam for the post of Junior Assistant: Sunday, 22nd July, 2018 at 10 a.m.

Contd.../
No separate intimation will be sent to the individual candidates for the Written Examination. The Scheme of Examination for post of Junior Assistant is enclosed. Any addendum/corrigendum shall be posted on the college website only. College reserves the right to change the nature and number of post or to cancel the selection process in part or full without assigning any reason thereof. If it is found at any time that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled forthwith and you will have no claim whatsoever to any consideration.

(DR. SWATI PAL)
PRINCIPAL

Janki Devi Memorial College
Sir Ganga Ram Hospital Marg, New Delhi-110060
JANKI DEVI MEMORIAL COLLEGE
Sir Ganga Ram Hospital Marg,
New Delhi-110 060

POST APPLIED FOR ____________________________________________

Please read the notes carefully given at the end before filling the form.

1. Name (in block letters): _______________________________________

2. Father's/Husband's Name: ____________________________________

3. (i) Date of Birth (in figures): _______________________________
   (in words): ________________________________________________
   (ii) Age _______ Years _______ Months (as on date) __________

4. Nationality: ___________________ Male/Female __________________ Married/Unmarried __________

5. Postal Address ____________________________ Pin code _______ Contact No. _______ Email: __________

6. Permanent Address ____________________________________________
   Pin code _______ Contact No. _______ Email: __________

7. Do you belong to Scheduled Caste/Scheduled Tribe or OBC? If so, state the name of the Caste/Tribe and attach a Certificate __________

8. Are you Ex-service man/Disabled Personnel/Development or Defence Personnel Killed in action? If so, attach certificates __________

9. Are you a Physically Handicapped Person? If so, give details __________

10. Have you been debarred or punished for adopting unfairmeans in any examination by the Institution/Board or University? if so, please specify ____________________________________________

11. Educational Qualifications:

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Name of the University/Board</th>
<th>School/College Attended</th>
<th>Division with percentage of marks obtained</th>
<th>Year of passing</th>
<th>Subjects offered</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

12. Are you attending any part-time/full time course of study? If so, state the name of the course and the Institution you have joined: ____________________________________________
13. Experience, if any:

<table>
<thead>
<tr>
<th>Office in which worked/working</th>
<th>Designation</th>
<th>Period From</th>
<th>To</th>
<th>Length of Experience</th>
<th>Months</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

14. Indicate the time you will require to join, if selected

15. Do you know typewriting/shorthand? If so, state speed:
   - English Shorthand ________ w.p.m.
   - Typewriting ________ w.p.m.
   - Hindi Shorthand ________ w.p.m.
   - Typewriting ________ w.p.m.

16. Do you have working knowledge of Computers? If so, give details

17. Have you applied for any other post of the college? If so, state the name of the post and date when applied:

18. Any other information

Dated ______________________

Signature of the Applicant

Declaration:

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Dated ______________________

Signature of the Applicant

Forwarded (only for those who are already employed):

The facts stated in the above application have been verified and found correct.

Dated ______________________

Head of the Deptt./Institution
(with seal)

Notes:
1. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Applicants who are in employment should send their application is through their employers.
3. One recent passport size photograph should be pasted on the application form.
4. Incomplete application form will be rejected.
5. No T.A./D.A. will be paid for attending the prescribed tests and interviews.
6. Minimum qualifications and pay scale for the posts advertised are attached with the application form.
Note:
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Paper I and Paper II separately. The Merit shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
   a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
   b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

E.1.4 Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Junior Assistant and equivalent by direct recruitment:

A. Scheme of the Examination:

<table>
<thead>
<tr>
<th>Written Test</th>
<th>Type of Examination</th>
<th>Time:*</th>
<th>Max marks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper-I</td>
<td>MCQ Type</td>
<td>3 hours</td>
<td>200 (200 questions)</td>
</tr>
<tr>
<td>Paper-II</td>
<td>Essay &amp; Comprehension test</td>
<td>1 hour</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Marks</strong></td>
<td></td>
<td></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.
B. Test components:

<table>
<thead>
<tr>
<th>Paper-I</th>
<th>TEST COMPONENTS</th>
<th>DURATION: 3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NO. OF QUESTIONS</td>
</tr>
<tr>
<td>(i)</td>
<td>General awareness</td>
<td>50</td>
</tr>
<tr>
<td>(ii)</td>
<td>Reasoning ability</td>
<td>50</td>
</tr>
<tr>
<td>(iii)</td>
<td>Mathematical ability</td>
<td>50</td>
</tr>
<tr>
<td>(iv)</td>
<td>Language English or Hindi</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paper-II</th>
<th>TEST COMPONENTS</th>
<th>DURATION: 1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Essay, comprehension &amp; letter writing</td>
<td>MARKS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKILL TEST</th>
<th>TEST COMPONENTS</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On spot typing test</td>
<td>Qualifying speed shall be at least 40 words per minute, which will be tested on a computer (PC).*</td>
</tr>
</tbody>
</table>

*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

C. Syllabus:

Paper I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
(iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) **Test of English or Hindi:**
In addition to the testing of candidate’s understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**Paper – II:**

**Essay, comprehension & letter writing:** This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

**Skill Test:**

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

**Note:**
1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
   a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
   b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.

Recommendations of Committee regarding discontinuation of interview at junior level posts.
c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

E.1.5 Scheme of Examination for Direct Recruitment for the post of MTS

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of MTS
(The recruitment at this level is required to be through outsourcing. However, following schemes is suggested for application if required in special circumstances)

A. Scheme of Examination:

<table>
<thead>
<tr>
<th>Written Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper - I (MCQ Type) (100 questions)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total Marks</td>
</tr>
</tbody>
</table>

*15 minutes extra per hour would be given to VH and Cerebral Palsy candidates.

<table>
<thead>
<tr>
<th>Objective Type (MCQ)</th>
<th>TEST COMPONENTS</th>
<th>DURATION: 2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) General awareness</td>
<td>25 50</td>
<td>NO. OF QUESTIONS MARKS</td>
</tr>
<tr>
<td>(ii) Reasoning ability</td>
<td>25 50</td>
<td></td>
</tr>
<tr>
<td>(iii) Mathematical ability</td>
<td>25 50</td>
<td></td>
</tr>
<tr>
<td>(iv) Test of Language English or Hindi</td>
<td>25 50</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100 200</td>
<td></td>
</tr>
</tbody>
</table>

B. Syllabus:

(i) General Awareness: Questions will be designed to test the ability of the candidate’s General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination.