	UNIVERSITY COLLEGE OF MEDICAL SCIENCES
	विश्वविद्यालय चिकित्सा विज्ञान महाविद्यालय
	(University of Delhi) (दिल्ली विश्वविद्यालय)
	Dilshad Garden, Delhi-110095
	(दिलशाद गार्डन, दिल्ली - ११००९५)
	Phone/ फ़ोन: 011-22582972-74
	E-mail : principal@ucms.ac.in

Advt. No. MC/CCS/NT-II/2024   Dated : 18.09.2024

RECRUITMENT

Online applications are invited in the prescribed form at web link https://www.ucms.ac.in/administration/showcareers from eligible candidates for appointment to the post of Junior Assistant on regular basis:

S.No.	Name of the Post	Pay Level	No. of Posts / Category						
			UR	SC	ST	OBC	EWS	PwBD*	Total
1.	Junior Assistant	Level – 02 (₹19900-63200)	09	04	02	08	03	03 (02-VI, 01-LD)	29

* The candidate(s) of any category i.e. UR/SC/ST/OBC/EWS may apply for the post reserved for PwBD (VI/LD) category.

The last date for receipt of online application is 09.10.2024 or two weeks from the date of publication of the advertisement in the Employment News, whichever is later.

The details regarding Qualifications, Pay Level, Experience, General Instructions and the list of documents to be attached with the online application form, are available on the website of the College, as detailed above along with this advertisement.
The applicants are required to read the details carefully before filling up the application form.

For further details, please visit College website : www.ucms.ac.in.

Any further addendum/corrigendum shall be posted only on the website of the College as detailed above.

PRINCIPAL

UNIVERSITY COLLEGE OF MEDICAL SCIENCES

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(University of Delhi) (दिल्ली विश्वविद्यालय)

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The details with regard to Qualifications, Pay Level and Experience are as under:-

Name of the Post	Junior Assistant
Pay Level	Pay Level – 02 (₹19900-63200)
Classification	Group – C, Ministerial
Age limit	27 years
Essential Educational & other qualification	1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

General Instructions for Applicants:-   Join Telegram Group "SarkariJobcity.in"

1. All applicants are required to apply online at web link https://www.ucms.ac.in/administration/showcareers in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of submitted information. The complete details of the advertisement regarding qualifications, experience and general guidelines are also available on the website of the College www.ucms.ac.in. The applicants are required to read complete details before filling up the form.

2. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the candidate must enclose the self-attested documents/certificates/testimonials relating to educational qualification, date of birth, experience etc. and any other relevant information, in the online application. The College shall process the applications entirely on the basis of information/documents uploaded/attached with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.

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3. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the College.

4. Application fees should be paid online (https://www.ucms.ac.in/common/onlinepayment) while filling and submitting the application form as per details given below:

   ▪ Application Fee payable is Rs.500/- for UR/OBC/EWS category.

   ▪ No application fee will be charged from applicants from SC, ST, PwBD and Women Applicants.

   ▪ Applications with incomplete information or without requisite fee shall be rejected.
   ▪ Fees once paid will not be refunded under any circumstances.

5. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer) and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

   Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government.

   In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

   Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.

   Applicants applying for the post reserved for EWS must upload their EWS Status certificate in prescribed form issued by the competent authority. The certificate should be of the current financial year. As per DoP&T OM No.36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise.

   If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

6.	The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
	The above provisions are summarized in the table given below:

S.No.	Category	Age Relaxation permissible beyond the upper age limit (prescribed in the section for qualification)
1.	SC/ST	5 years
2.	OBC (NCL)	3 years
3.	PwD	10 years
4.	PwD + OBC(NCL)	13 years
5.	PwD + SC/ST	15 years
6.	Ex-servicemen and commissioned	5 years

7.	The upper age limit shall also be relaxed up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Govt. Departments / Statutory or Autonomous Bodies/Universities/affiliated or constituent Colleges under the University/Public Sector Undertakings.
	"Regular service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.

8.	Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from their employer at the time of submission of the application form.

9.	The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University / College(s).
	The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service.
	(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served). Join Telegram Group " SarkariJobcity.in"

10.	In order to avoid last minute rush, the applicants are advised to apply early. The College will not be responsible for any network related issue while submitting the online application. However, in case of any persistent technical issue, the applicants can mail their query/problem at the e-mail id recruitment@ucms.ac.in

11.	Applicants are advised to fill their complete, correct and active e-mail address in their online application form as all the correspondences including interview letters will be sent by the College through e-mail only.

12.	The applicants are required to visit the website of the College regularly as any subsequent corrigendum/addendum/intimation etc. will be uploaded on the website of the College only.

13. The age limit, qualification and experience for the post shall be determined as on the closing date of online application.

14. The scheme of examination as per Recruitment Rules (Non-teaching employees) 2020, University of Delhi is enclosed herewith.

15. The applicants are required to submit Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age.

16. The College reserves the right to amend the number of posts or not to fill the post mentioned in the advertisement at its discretion without assigning any reason thereof.

17. The decision of the College in all matters shall be final. No correspondence, whatsoever, will be entertained in connection with the process of selection/interview.

18. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.

19. The last date for submission of the form shall be as specified in the advertisement. Any addendum/corrigendum shall be posted only on the website of the University of Delhi and the College as detailed above.

20. Canvassing in any form will be treated as a disqualification.

21. No TA/DA is admissible for appearing in the test or attending the interview.

22. The College will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case, it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.

23. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the College reserves the right to modify/withdraw/cancel any communication made to the applicants.

24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

25. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.

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Annexure-I

List of documents (self-attested) to be uploaded while submission of the application form: -

1. Proof of Date of Birth (Class 10th Certificate/Birth Certificate)

2. Copy of Marksheet(s) of Essential Educational qualification i.e. Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.

3. Copy of Degree / Certificate of other qualification, if any.

4. Caste Certificate (SC/ST/OBC/EWS), if applicable.

5. PwBD Certificate, if applicable.

6. No Objection Certificate from the present employer, if applicable

7. Experience Certificate, if any

8. Any other certificate.

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4.3.4   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:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5 hour	100
Total Marks			**300**

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B.   Test components: **Join Telegram Group "SarkariJobcity.in"**

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
	TOTAL	**200**	**200**

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay, comprehension & letter writing	100
	TOTAL	**100**

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

* PwBD 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: **Join Telegram Group "SarkariJobcity.in"**

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/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{th}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list 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.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.