

INDIRA GANDHI INSTITUTE OF PHYSICAL
EDUCATION & SPORTS SCIENCES

(University of Delhi)

B-Block, Vikaspuri, New Delhi-110 018

Website : www.igipess.du.ac.in

Dated: 21.09.2021

Ref. No.IPE/2021/191510

ADVERTISEMENT NOTICE

Applications are invited on the prescribed Performa for following posts on **purely contract basis** (as per University of Delhi Rules) for a period of six months or till a regular appointee joins duty whichever is earlier.

Last date for the submission of applications is 30.09.2021 upto 3.00 p.m.:

S. No.	Name of the Post	Number of Posts	Max. Age Limit	Consolidated Remuneration Per Month
1.	Assistant	01	30	18960/-
1.	Junior Assistant	01	27	18960/-

Written Test: Assistant: Tuesday, 05.10.2021, Reporting Time: 10.30 a.m.

Written & Skill Test: Junior Assistant: Tuesday, 05.10.2021, Reporting Time: 02.00 p.m.

Qualifications: Assistant:

A Graduate from recognized University in any discipline with good working knowledge of Computers.

Qualifications: Junior Assistant:

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.

NOTE:

1. Application Form can be downloaded from the Institute Website www.igipess.du.ac.in
2. The minimum qualifications and eligibility requirements are as approved by the University of Delhi.
3. Please bring all the original and one set of self-attested photocopies of Certificates and other Testimonials in support of Qualifications and Experience, if any on the day of Written Test.
4. **No TA/DA will be paid for attending the Written Test & Skill Test.**
5. **The Institute reserves its right not to fill any or all the post(s) advertised or cancel/postpone the Written Test & Skill Test.**
6. In case any information is found false at a later date, the candidature of the candidate is liable to be rejected.
7. Any Addendum/Corrigendum/Correction etc. shall be posted only on the Institute's Website. It shall be the responsibility of the candidates to regularly monitor the same.
8. Envelope containing the application form must be super scribed in bold letters as "Application for the post of **Assistant**" or "Application for the post of **Junior Assistant**" as the case may be.
9. Institute reserves the right to conduct Written Test & Skill Test for the post advertised.
10. The upper age limit for the advertised post shall be determined as on last date of submission of application.
11. Candidates should possess the prescribed educational qualifications and experience as on the closing date of application.
12. Age Relaxation will be allowed as per the guidelines of University of Delhi/UGC.
13. Canvassing in any form will be treated as disqualification.
14. Applicants called for Written Test & Skill Test as the case may be are required to produce any one proof of identity i.e. Voter Id Card, Aadhar Card, Driving Licence etc.
15. **Online Applications will not be considered.**
16. Only one application form can be submitted in one envelope.

C.C.:

1. College Website,
2. College Notice Board,
3. Office File.

Sd/-
PRINCIPAL (Actg.)

21/09/21
PRINCIPAL (Actg.)



INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES

B-Block, Vikaspuri, New Delhi-110 018

Application No. _____
(To be filled by the Office)



APPLICATION FORM FOR NON-TEACHING POST

Please paste self-
attested passport
size photograph
here

Post applied for _____

Advertisement No./Date _____

1. Name (In Block Letter) Mr./Mrs./Miss. _____

2. Father's Name _____

3. Mother's Name _____

4. Date of Birth _____ Age (as on 30.09.2021) ____ Year ____ Months ____ Days

5. Nationality _____ Male/Female _____ Marital Status _____

6. Postal Address _____

Phone / Mob. No. _____ E-mail _____

7. Permanent Address _____

8. Educational Qualifications (Secondary Onwards) :

Examination Passed	Year of Passing	School/University	Div.	%age	Subject

9. Technical/Professional Qualification:

(English)

(Hindi)

Typing Speed _____ w.p.m. _____ w.p.m.

10. Experience, if any :

Office in which worked / working	Designation	Period		Length of Service Subject	
		From	To	Years	Months

11. Computer proficiency: if yes, state which of the following you know and work with confidence (✓)

MS WORD		MX EXCEL		MS POWERPOINT	
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E-MAIL		BROWSING	
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12. Any other information _____

13. Aadhar Card No. (Copy attached): _____

Dated: _____

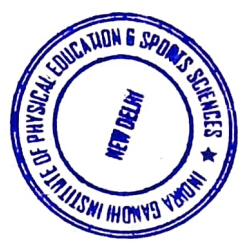
(Full Signature of applicant)

DECLARATION:

I have understood the contents of the present application and declare that the statements made therein are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary action in as deemed fit and my candidature shall stand cancelled at any stage.

Dated: _____

Signature of the Applicant





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4.3.3. Scheme of Examination for Direct Recruitment to the post of Assistant

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

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	2 hours*	150
Total Marks			450

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

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	30
(iv)	Test of Language English or Hindi	40	80
TOTAL		150	300

Paper-II	TEST COMPONENTS	DURATION: 2 hours	
		MARKS	
	Descriptive Type	150	
TOTAL		150	

C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its



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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:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks

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.



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3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PWBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Paper I and Paper II separately. The Merit list 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.



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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:

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).*



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* 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:

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.



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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 1/4th 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.
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