

**KAMALA NEHRU COLLEGE**  
**(University of Delhi)**

Date: 02-01-2026

**Advt.No.KNC/2026/NT/Contractual/**

Advertisement for the post of Junior Assistant/s on purely Contractual basis.

Applications are invited from the eligible applicants on the prescribed format for the post of Junior Assistant on purely Contractual Basis as per details given below:-

S.N.	Name of the Post	Total posts	UR	OBC	SC	ST	PwD	EWS	Age Limit
1.	Junior Assistant	5	3	1	-	1	-	-	32 yrs.

**Remuneration: Rs. 19,000/- plus admissible DA (As per UGC/DU Rules)**

**Duration of appointment: 6 Months (initially) / until regular appointments, whichever is earlier**

**Essential Qualifications:**

- i. A Bachelor's Degree from any recognized Institute/ University.
- ii. English Typing @ 35 wpm OR Hindi Typing 30 wpm
- iii. Proficiency in Computer Operations.

**Important Note:**

1. The last date of submission of hard copy of duty filled application form (attached separately) along with required self-attested copies of testimonials should reach the College by 22-01-2026 by POST only.
2. All the applicants for recruitment will be required to appear in a written test/s as per DU rules to adjudge their ability of expression and knowledge relating to the post. The selection being based on the performance of the applicants in Written Test/s and Skill Test.
3. The scheme of the examination including weightage of marks for written test/s etc. as prescribed by the UGC/University of Delhi from time to time.
4. The upper age limit prescribed for Direct Recruitment shall be replaced in case of applicants belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
5. Any Addendum /Corrigendum, list of eligible candidates for written test/ skill test etc., will be uploaded on the College([www.knc.du.ac.in](http://www.knc.du.ac.in))/ DU ([www.du.ac.in](http://www.du.ac.in)) website Only. Applicants are requested to refer to College/DU website on regular basis. No separate communication will be sent to the applicants, hence, check the updates regularly on above websites.
6. Application received incomplete or without documents shall be rejected.
7. No T.A./D.A. will be paid for attending the Written Test/s.
8. Applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material/ information while submitting the application and self-certified copies/testimonials. If any discrepancy found even after selection / joining duty, the candidature shall be summarily rejected.
9. The College reserves the right not to fill up any or all the post advertised without assigning any reason.
10. All above posts will be filled-up purely on contractual basis for a period of 6 months or till the appointment of regular posts, whichever is earlier. The applicants shall have no claim for their permanency against the posts.
11. The applicants shall have to sign an Agreement of Contract before joining of duty.
12. In Case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserved the right to modify/withdraw/cancel any communication made to the applicants.

All the relevant documents, testimonials, certificates etc. should reach **The Principal, Kamala Nehru College, August Kranti Marg, New Delhi- 110049** by **22-01-2026** by 5 pm. The envelope must be super-scribed as "Application for the post of Junior Assistant"

**Prof. (Dr.) Pavitra Bhardwaj**  
**Principal**



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### B.1.3. Junior Assistant

#### I. The process of Recruitment shall be carried out in two stages:

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Main) followed by Skill Test.

#### Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQs as per details given below:

#### Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 3 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	<ul style="list-style-type: none"><li>General Knowledge,</li><li>Reasoning</li><li>Mathematical ability,</li><li>Administration of Higher Educational Institutions.</li></ul>	150	300
<b>TOTAL</b>		<b>300</b>	

\* This test will only be for shortlisting and will have no weightage in the final assessment

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

#### Stage 2: Selection of candidates

a) Examination (Main)

#### Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*	
		MARKS	
Examination (Main) (Descriptive)	<ul style="list-style-type: none"><li>Basic knowledge of the Constitution of India and working of its Political System, Economy, General Studies.</li><li>Act, Statutes and Ordinances of the University of Delhi.</li></ul>	200	
<b>TOTAL</b>		<b>200</b>	

\* The merit shall be drawn on the basis of this examination.  
\* For further details Section III needs to be referred.



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\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly-placed candidates from the PwBD category.

### b) Skill Test

Description	Time	Marks
Skill Test	Skills pertaining to: <ul style="list-style-type: none"><li>Management of Administrative Units of the University</li><li>Understanding of Manual of Office Procedures</li><li>Knowledge of Information Technology</li><li>Noting and Drafting</li></ul>	As decided by the concerned evaluating experts  The test will be of <b>100 marks</b> .  To qualify, the candidate should obtain minimum 50 marks.  This will, however, be only qualifying in nature.
<b>TOTAL</b>		<b>100</b>
<ul style="list-style-type: none"><li>Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 of the selection process, will only be permitted to appear for Skill Test.</li><li>Skill test will only be qualifying in nature.</li></ul>		

### II. Syllabus:

#### Preliminary Test MCQ based:

The question will be MCQ based, and will be designed to test the knowledge of the candidates in the following areas:

##### a) General Knowledge – 35 questions

Section on General Studies would include other sub units like General Science, current events of national and international importance, History of India, Indian National Movement, Constitution of India, Indian Polity, Economy and Geography, etc.

##### b) Reasoning – 35 questions

Section on General Mental Ability would include areas like reasoning, analytical abilities, decision making, data analysis and interpretation, etc.

##### c) General Mathematical Ability – 35 questions

Section on General Mathematical Ability would include areas concerning Mathematical calculations, statistical analysis, commercial mathematics of Secondary and Higher Secondary level.



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### d) Administration of Higher Educational Institutions- 45 questions

Section on Administration of Higher Educational Institutions would include areas concerning Rules and Policies concerning functioning of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances of the University of Delhi.

### Examination (Main)

The questions would be descriptive in nature. They will be designed to test the knowledge of the candidates in the following areas:

#### a) Educational Administration and Management

The questions will be designed to test the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, Financial Administration including budget, formulation and execution of budget, Application of Information Communication Technology (ICT) and other modern technologies in the University system.

#### b) Functional aspects of Rules and their application in Higher Educational Institutions.

Fundamental Rules, Supplementary Rules, General Financial Rules, Procurement through GEM, Pension and Grievance handling etc.

### Skill Test:

Skills pertaining to:

- Management of Administrative Units of the University.
- Understanding of Manual of Office Procedures.
- Knowledge of Information Technology.
- Noting and Drafting.

### **III. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Preliminary Test, Examination (Main) and Skill Test would 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. All the questions in the Preliminary Test shall be compulsory. Each question carries 02 marks. There shall be negative marking of 0.5 mark for each wrong answer. The cut-off for qualifying the Preliminary test will be 50% marks of the average score of the top 05% of the candidates. There will be a relaxation of 05% marks for candidates belonging to SC, ST and 10% for the PwBD category. (The relaxations shall be calculated on the cutoff arrived for UR candidates).



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3. Further, against one vacant post, 30 applications shall be shortlisted on merit based on Preliminary test. For more than one post, additional 15 applications shall be shortlisted for each remaining advertised post. (For example, for one post, 30 applications; for two posts, 45 applications; for three posts, 60 applications and so on). The candidates securing the same marks as the cut-off would be shortlisted for the next stage.
4. The Final assessment shall be based on Examination (Main) and Skill Test as indicated in the preceding section. Skill Test will only be qualifying in nature.
5. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e., Examination (Main) and Skill Test. However, merit list will be drawn only on the basis of Examination (Main) and Skill Test will only be qualifying in nature.

# KAMALA NEHRU COLLEGE (University of Delhi)

## Application form for Non- Teaching Posts on Contract basis

Please affix your recent  
passport size  
photograph here

**Post applied for:** \_\_\_\_\_ **and Category** \_\_\_\_\_

1. Name (in block letters) .....	2. Parent's / Spouse's Name.....
3. Date of birth: .....Age (as on date): .....Years.....	Months
4. Nationality: .....Male / Female: .....	
5. (a) Post held, if any, at the time of Written Test .....	
date of appointment (whether permanent/ temporary/Contact) .....	
(b) Name of the Employing Authority: .....	
6. Category to which you belong: (Tick)	General / OBC / SC / ST
Are you physically handicapped?	.....
If yes, explain the nature and extent of disability	.....
7. Correspondence Address	Permanent Address:
.....	.....
.....	.....
.....	.....
Pin Code No. .....	Pin Code No. .....
Phone / Mobile .....	Phone / Mobile .....
E-mail ID.....	E-mail ID.....

8. Present Basic Pay with Grade Pay (if applicable) .....

9. Educational Qualifications:

<b>Sl. No.</b>	<b>Examination Passed</b>	<b>Name of the University/Board</b>	<b>School/College Attended</b>	<b>Percentage of Marks Obtained</b>	<b>Year of Passing</b>	<b>Subjects offered</b>

10. Work Experience:

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Designation</b>	<b>Duration</b>	<b>Salary Drawn (Pay Band with Grade Pay)</b>

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

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. If any discrepancy found even after selection / joining duty, the candidature shall be summarily rejected.

Dated: .....

.....  
**Signature of the Applicant**

**Please Note**

- (i) Enclose the following with the application:
  - (a). Self-attested photocopy of proof of date of birth certificate (Class X Certificate).
  - (b). Self-attested photocopies of all qualification certificates.
  - (c). Self-attested photocopy of caste certificate, if applicable
  - (d). Self-attested photocopy of physically handicapped certificate, if applicable
- (ii) The original certificates along with Self-attested photocopies of each of the above must be produced at the time of joining, if selected.
- (iii) Incomplete application form will be rejected.
- (iv) No T.A/D.A. will be paid for attending the prescribed Written Test.