CIRCULAR


Please find enclosed herewith copy of letter No.F.4/1/2010-AR/526 - 685/C dated 02.02.2010 received from Administrative Reforms Department, Govt. of NCT of Delhi, 7th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002 vide which applications of LDC, UDC, Assistants and Superintendents & above are called for Manual of Office Procedure Test – 2010, to be held in July-2010.

Therefore all interested officers/officials are requested to forward their applications to this branch by 5th May 2010 for timely submission of the same to Administrative Reforms Department, GNCT of Delhi.

Encl: As above.

(Shashi Kaushal)
Joint Director of Education (Coord.)

Copy for information and necessary action to:-

1. PS to Pr. Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi.
2. PS to Director (Education), Directorate of Education, Old Secretariat, Delhi.
3. PS to Joint Director of Education (Admn.), Directorate of Education, Delhi.
4. PS to Joint Director of Education (Finance), Directorate of Education, Delhi.
5. PS to Addl. Director of Education (School), Directorate of Education, Delhi.
7. All RDES/DDES Directorate of Education, Delhi.
8. All Branches of Headquarter, Directorate of Education, Delhi
9. All Head of Schools, Directorate of Education, GNCT of Delhi through website of the department.
10. OS (IT) with the request to upload the Circular along with the enclosures on the website of the department.

(Shashi Kaushal)
Joint Director of Education (Coord.)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEWDELHI
http://ar.delhigovt.nic.in

No.F.4/1/2010-AR/ 526 - 685/C        Dated: 2.2.10

To

1. All Pr. Secretaries/ Secretaries/ Head of Departments,
   Govt. of NCT of Delhi,
   Delhi/New Delhi.

2. All M.D.'s/Chairman of Local / Autonomous bodies,
   Undertakings/ Corporations,
   Govt. of NCT of Delhi,
   Delhi/New Delhi.


Sir,

With a view to encourage the officers and staff to get acquainted with the provisions of
"Manual of Office Procedure" and use the knowledge so gained in their day-to-day working, a
scheme of "Self Learning" was launched in the year 1991.

Under this scheme, the officers can also participate in the test, apart from LDC, UDC,
Assistants, Superintendents and their equivalents, working in the Government of Delhi & its
Subordinate Offices/ Undertakings & Local Bodies.

The test would be confined to the provisions of "Manual of Office Procedure" (MOP) and
the Right to Information (RTI) Act, 2005 consists of 60% questions from MOP and 20%
questions from RTI Act 2005. The paper would contain objective type questions. The duration
of the test would be 1½ hour and separate papers would be set out for each category.

Each incumbent who secures 40% and above marks would be given a cash award on
the basis of his/her performance in the test at the following rates:

<table>
<thead>
<tr>
<th>Slab of Marks</th>
<th>Amount of Prize</th>
</tr>
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<tbody>
<tr>
<td>80% and above</td>
<td>Rs. 1,100/-</td>
</tr>
<tr>
<td>75% to 79%</td>
<td>Rs. 800/-</td>
</tr>
<tr>
<td>65% to 69%</td>
<td>Rs. 600/-</td>
</tr>
<tr>
<td>55% to 59%</td>
<td>Rs. 400/-</td>
</tr>
<tr>
<td>40% to 49%</td>
<td>Rs. 200/-</td>
</tr>
</tbody>
</table>

Contd...2
In addition to the above cash prizes, the candidates who secure the first three positions by securing 80% and above marks in the respective categories viz. LDC, UDC, Assistants and Superintendent & above, would also be given an additional cash award of Rs.1,000/- for standing first, Rs.700/- for standing second and Rs.500/- for standing third, in their respective categories.

The employees who secure 80% and above marks and win a cash prize of Rs.1,100/- in the Manual of Office Procedure Test, would not be allowed to participate in the next year’s test.

It is requested that wide publicity may be given to this test so that more and more employees could be able to participate in the test.

Applications from desirous candidates may please be sent to Administrative Reforms Department on the enclosed proforma by 15th MAY, 2010. The test is likely to be held in the month of July 2010. The date, time and venue of the test will be intimated in due course. In case, the roll numbers for the test are not received by mid-July, concerned candidate may obtain the same from A.F.I. Department, in person.

Yours faithfully,

[Signature]

(Arvind Ray)
SECRETARY (AR)

No.F.41/1/2010-AR\n\n5\n6\n8\n5/C\n
Dated: \n2.2.10

Copy forwarded for necessary action to:

2. P.S. to Lt. Governor, Raj Niwas, Delhi
3. P.S. to Chief Minister/ Ministers, Delhi Govt., Delhi Secretariat.
4. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.

[Signature]

(Arvind Ray)
SECRETARY (AR)
APPLICATION FORM

MANUAL OF OFFICE PROCEDURE TEST - 2010
(Note: Incomplete application forms would be rejected)

1. Name in capital letters (in English) .................................................................
   (in Hindi) .................................................................................................

2. Date of Birth .................................................................................................

3. Male/Female (Tick Mark) Male/ Female

4. Father's/ Husband's Name ...........................................................................

5. (a) Designation .............................................................................................
   (b) Date since when holding the post ..........................................................

6. Pay Band & Grade Pay
   (Don't mention basic pay) ..........................................................................

7. Category for which eligible
   (Please tick mark the category)
   LDC/ UDC/ ASSTT./ SUPDTT. & ABOVE

8. Complete Office address ..............................................................................
   with name of section/branch ........................................................................

9. Telephone No. (Office) .......... (Resi.) ......................................................

10. Residential Address .....................................................................................
    ...................................................................................................................

11. Whether appeared in the last year's test? Yes/ No
   If yes, did you secure 80% or more marks? Yes/ No

Certified that the above information is correct to the best of my knowledge,
any information found suppressed will be liable for disciplinary proceedings and
that the knowledge gained would be properly utilized for office use.

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