

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F.4/7/2011/AR/ 4392 - 4591

Dated: 28/04/11

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
3. The Commissioner
MCD/Delhi Police, Delhi/New Delhi
4. The Chairman/CEO
DJB/NDMC, Delhi/New Delhi

Sub: Manual of Office Procedure Test-2011, to be held in August, 2011.

Sir/Madam,

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 equivalent, 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. The paper would contain objective type questions. The duration of the test would be 1 ½ 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: -

Slab of Marks	Existing amount of Prize
80% and above	Rs. 1,100
70% to 79%	Rs. 800
60% to 69%	Rs. 600
50% to 59%	Rs. 400
40% to 49%	Rs. 200

- 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.

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.

Applications from desirous candidates may please be sent to Administrative Reforms Department on the enclosed proforma by 30th June, 2011. The test is likely to be held in the month of August, 2011. 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-August, concerned candidate may obtain the same from A.R. Department, in person.

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.

Yours faithfully,

(Dr. M.M. KUTTY)

PR. SECRETARY (AR)

No.F.4/7/2011/AR/ 4392-4591/c

Dated: 28/04/11

Copy forwarded for necessary action to: -

1. All Addl. Secretaries/Commissioners/Joint Secretaries/Dy. Secretaries/Under Secretaries, Govt. of NCT of Delhi and Autonomous Bodies/ Undertakings/Police Department.
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.

(Dr. M.M. KUTTY)

PR. SECRETARY (AR)

Photograph

Roll Number _____
(To be allotted by A.R. Department)

APPLICATION FORM

MANUAL OF OFFICE PROCEDURE TEST - 2011

(Note: Incomplete forms would be rejected)

1. Name in Capital letter both in (English) _____
(Hindi) _____
Date of Birth _____
2. Male/Female (Tick Mark) _____ Male/Female _____
3. Father's/Husband's Name _____
4. (a) Designation _____
(b) Date since when holding the post _____
5. Pay Band & Grade Pay _____
(Don't mention basic pay)
6. Category for which eligible _____
(Please tick mark category) **LDC / UDC / ASSTT. / SUPDTT. & ABOVE**
7. Complete Office address _____
with name of Section/Branch _____
8. Telephone No. _____ (Office) _____ (Resi.) _____
9. Residential Address _____

10. Whether appeared in the last 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 _____