

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI
EMAIL: arupdate@nic.in

No. ARD-MO/12/2016 Misc. of Secy. AR/3792-3951

Dated: 11.07.2016
13/07/2016

To,

- 1 All Pr. Secretaries/Secretaries/Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.
- 2 District & Session Judges,
Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patiala House Courts,
Delhi/New Delhi.
- 3 All M.D's/Chairman of Local/Autonomous Bodies,
Undertakings/Corporations,
Govt. of NCT of Delhi, Delhi/New Delhi.
- 4 The Commissioners of Municipal Corporations of Delhi,
East/North/South Districts,
Delhi/New Delhi.
- 5 The Commissioner of Police,
Delhi Police,
Delhi/New Delhi.
- 6 The Chairperson /CEO
NDMC/ DJB,
Delhi/New Delhi.

**For wide
circulation in all
Sections/Units**

Sub: **Manual of Officer Procedure Test-2016, to be held in October, 2016.**

Sir /Madam,

With a view to encourage the officials /officers including Group D 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" of MOP – Test was introduced in the year 1991.

2. Under this scheme, all the desirous officials/ officers including Group-D can participate in the said test working in the Departments of Government of NCT of Delhi, District Judiciary, Delhi Police, Municipal Corporation/council and subordinate Offices/ Undertakings & Local Bodies functioning under Govt. of NCT of Delhi.

3. The test would be confined to the provisions of "Manual of Office Procedure Test" (MOP) and contain 100 objective/subjective type questions. The duration of the test would be 1½ hour and separate papers would be set out for each category, i.e. one for LDC and Group D and their equivalent; second for UDCs, Assistants and their equivalent and the third for Superintendents and their equivalent and above.

4. Each incumbent who secures 50% and above marks would be given a Certificate and cash award on the basis of his/her performance in the test at the following rates: -

Slab of Marks	Amount of Prize
80% and above	1,500/-
70% to 79%	1,000/-
60% to 69%	800/-
50% to 59%	600/-

5. 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 & Group D and their equivalent, UDC/Assistants and their equivalent and Superintendent and their equivalent & 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.

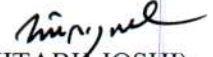
6. The employees who secure 80% and above marks and win a cash prize of Rs.1,500/- in this test, would not be allowed to participate in the next year's test.

7. It is requested that wide publicity may be given to this test, so that maximum number of employees could be able to participate in the test.

8 Applications from desirous candidates may please be sent to Administrative Reforms Department in the enclosed proforma (also available on the website of this Department) **latest by 30, Septemebr, 2016**. The test is likely to be held in the **month of October 2016**. The exact 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-September, concerned candidate may obtain the same from A.R. Department, in person.

Yours faithfully,

Encl: As above.


(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
PH.23392422

No. ARD-MO12/2/2016-MISC.010504.AR/3-192-3951 Dated: 11-07-2016
13/07/2016

Copy forwarded for necessary action to:-

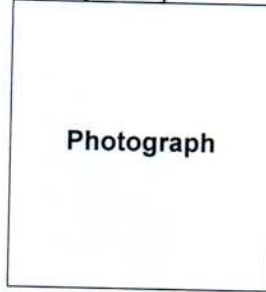
1. All Addl. Secretaries/Addl. Commissioners/Joint Secretaries/Dy. Secretaries/Under Secretaries, Govt. of NCT of Delhi, District Judiciaries, Delhi Police, Municipal Corporation/Council and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.
2. OSD to Lt. Governor, Raj Niwas, Delhi.
3. OSD to Chief Minister/Ministers, Delhi Govt., Delhi Secretariat.
4. PS to Speaker/Leader of Opposition, Delhi Vidhan Sabha, Old Secretariat, Delhi.
5. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.


(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
PH.23392422



APPLICATION FORM

MANUAL OF OFFICE PROCEDURE TEST-2016
(Note: Incomplete application forms would be rejected)



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

1. Name in capital letters (in English)

2. Father's/Husband's Name

3. Sex Male Female

4. Designation

5. Date since when holding the post - - (dd-mm-yyyy)

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

7. Category for which eligible (Please tick mark the category)
 LDC/Group-D and equivalent
 UDC/Assistant and equivalent
 Superintendent and equivalent and above

8. Department

9. Section/Branch/Unit

10. Complete Office address with Pin code

11. Complete Residential Address with Pin code

12. Contact Numbers
Office
Residence
Mobile

Certified that the above information is correct to the best of my knowledge and belief. I understand that the information furnished above, if found suppressed / incorrect at any stage, will attract disciplinary proceedings against me. I also undertake that the knowledge gained would be properly utilized for office use.

Signature of the Applicant