

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

No.F.15/01/2018/AR/ 14362-72

Dated: 23/08/18

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/Patala 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: **Comprehensive test on Manual of Office Procedure (MOP) for 2018.**

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. C for LDC/Jr. Asstt/Group-D, B for UDC/Sr. Asstt/Gr.II or equivalent and A for Gr.I/S.O. and their equivalents 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/-

Contd...2/-



-2/N-

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. C for LDC/Jr. Asstt/Group-D, B for UDC/Sr. Asstt/Gr.II or equivalent and A for Gr.I/S.O. and their equivalents and 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<sup>th</sup>, September, 2018**. The exact date, time and venue of the test will be intimated in due course.

Encl: As above.

Yours faithfully,

  
(L.R. SINGH)

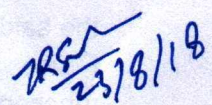
DEPUTY DIRECTOR (AR)  
PH.23392726

No.F.15/01/2018/AR/ 14362-72

Dated: 23/08/18

Copy forwarded for necessary action to:-

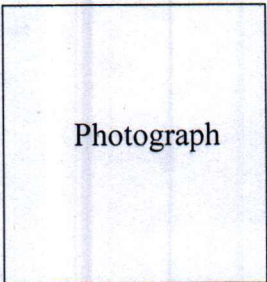
1. All Addl. Secretaries/Addl. Commissioners/Joint Secretaries/Dy. Secretaries/Under Secretaries, Govt. of NCT of Delhi, District Judiciaries, Delhi Police, Municipal Corporation/Council and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.
2. OSD to Lt. Governor, Raj Niwas, Delhi.
3. OSD to 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.

  
(L.R. SINGH)

DEPUTY DIRECTOR (AR)  
PH.23392726



**APPLICATION FORM**  
**MANUAL OF OFFICE PROCEDURE TEST- 2018**  
(Note: Incomplete application forms would be rejected)



Roll Number 

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(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 

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5. Date since when holding the post 

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 (dd-mm-yyyy)

6. Pay Level in pay matrix (Don't mention basic pay) 

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7. Category for which eligible (Please tick mark the category)

Gr.I/SO/Supdt. or equivalent and above (A)	UDC/Sr.Asstt/Gr.II/Assistant or equivalent (B)	LDC/Jr. Asstt/Group-D or equivalent (C)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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															

13. Bank Details (Please enclose copy of cancelled cheque):  
Name of Bank \_\_\_\_\_  
Branch Address \_\_\_\_\_

Account No.															
IFSC Code															
MICR Code															

(Without Bank details, application will be rejected)

*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 .....