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 ibecretary(sw/wco)

Deptt. of Social Welfare
Govt. of NCT of Delbi

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

2020 200 200

23/08/18

To,

Dy. No...
All Pr. Secretaries/Secretaries/Head of Departments,

4020

18331 30/8/18

Dated:

Govt. of NCT of Delhi, Delhi/New Delhi.

District & Session Judges,

Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patiala House Courts,

De!hi/New Delhi.

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

The Commissioners of Municipal Corporations of Delhi, East/North/South Districts, Delhi/New Delhi.

The Commissioner of Police, Delhi Police, Delhi/New Delhi.

The Chairperson /CEO NDMC/ DJB, Delhi/New Delhi. For wide circulation in all Sections/Units

2489

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 80% and above 70% to 79% 60% to 69%

50% to 59%

Amount of Prize

1,500/-1,000/-800/-

600/-

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## APPLICATION FORM

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

•			Photograph
	oll Number  To be allotted by A.R. Dep	partment)	
1.	Name in capital letters (in English)		
2	Father's/Husband's Na	me la	
3	Sex	Male Female	
4	Designation		
5	Date since when holdin post	g the	(dd-mm-yyyy)
6	Pay Level in pay matrix (Don't mention basic pay)		
7		gible (Please tick mark the category)	
	Gr.I/SO/Supdt. or equi and above (A)	valent UDC/Sr.Asstt/Gr.II/Assistant LDC/Jr. As or equivalent (B) equivalent	sstt/Group-D or ( <b>C</b> )
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	
40	Bard B. 4 % 454		
		se copy of cancelled cheque):	
Bran	ch Address		•
	Int No.		<del></del>
IFSC (	Code		
MICR	Code		
	Certified that the abov	Bank details, application will be rejected)  e information is correct to the best of my knowledge	and belief. I
WILL.	rsiana inai ine injormati	on furnished above, if found suppressed / incorrect redings against me.  I also undertake that the know	at any stage

Signature of the Applicant .....