

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034  
(COORDINATION BRANCH)

F 5(17)/2011/MOP/CDN/TTE/ 237-242

Dated - 01/07/2015

1. All Branch In-charges at TTE(HQ).
2. All Heads of Institutions under DTTE(HQ).
3. Controller, Board of Technical Education.

Sub:- Manual of Office Procedure Test-2015, to be held in August-2015.

Sr./Madam,

I am to forward herewith a copy of letter no. F.15/02/2015/AR/4870-4892 dated 15.06.2015, received from the Spl. Secretary(AR), Administrative Reforms Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi on the subject cited above.

Your are requested to send the details in prescribed format(enclosed) to the undersigned latest by 20.07.2015, so that the the details may be sent to the Spl. Secretary(AR), Administrative Reforms Department, Delhi Secretariat, New Delhi.

Yours faithfully



(VIJAY CHANDNA) 01.7.15

ADMINISTRATIVE OFFICER(CDN)

Encl.-As above.

F 5(17)/2011/MOP/CDN/TTE/ 237-242

Dated - 01/07/2015

Copy to:-

1. PS to Director(TTE)
2. PA to Addl. Director(TTE).
3. The Asstt. Programmer(TTE) with the request to upload on the website of the Department at the earliest and return the original to this branch after uploading.



(VIJAY CHANDNA) 01.07.15

ADMINISTRATIVE OFFICER(CDN)

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

NOTED/2015/AR/ 4870-4892

Dated: 15/06/15

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/ DSB,  
Delhi/New Delhi.

For wide circulation  
in all Sections/Units

Sub: Manual of Office Procedure Test - 2015, to be held in August, 2015.

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 official working, a scheme of "Self Learning" was launched in the year 1991.

Under this scheme, all the desirous officers can participate in this test apart from LDC, UDC, Assistants, Superintendents and their equivalent, working in the Government of NCT of Delhi, District Judiciary, Delhi Police, Municipal Corporation/Council & Subordinate Offices/Undertakings & Local Bodies functioning under Govt. of NCT of Delhi.

The test would be confined to the provisions of "Manual of Office Procedure" (MOP). The paper would contain objective type questions. The duration of the test would be 1 1/2 hour and separate papers would be set out for each category.

Each incumbent who secures 40% 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	Existing amount of Prize
80% and above	Rs.1,500.
70% to 79%	Rs.1000
60% to 69%	Rs.800
50% to 59%	Rs.600
40% to 49%	Rs.400

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 Superintendents & above, would also be given an additional cash award of Rs.1000/- for standing first, Rs.700/- for standing second and Rs.500/- for standing third, in their respective categories.

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Asst. Commr  
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23/06/15

1301/A/1A  
23/6/15

The employees who secure 80% and above marks and win a cash prize of Rs.1,500/- 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 30<sup>th</sup> July, 2015. The test is likely to be held in the month of August, 2015. 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,



(V.C. PANDEY, IAS)  
SPL. SECRETARY (AR)  
Tel.: 23392143

No.F.15/02/2015/AR/4870-4892

Dated: 15/06/15

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)  
Tel.: 23392726

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

Photograph

**APPLICATION FORM**

**MANUAL OF OFFICE PROCEDURE TEST - 2015**

(Note: Incomplete forms would be rejected)

1. Name in Capital letter both in (English)	_____
(Hindi)	_____
2. Father's/Husband's Name	_____
3. Date of Birth	_____
4. Sex (Tick Mark)	Male / Female
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 category)	LDC / UDC/ASSTT. / SUPDT. & 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 \_\_\_\_\_