

झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND, RANCHI
(संसदीय अधिनियम के तहत 2009 में स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament in 2009)

Dated: 16th February, 2018

ADDENDUM TO ADVERTISEMENT NO.: CUJ/Advt./2017-18/03 DATED 24th May, 2017

1. The University vide its *Advertisement No. CUJ/Advt./2017-18/03 dated 24th May, 2017* advertised various Non-Teaching Positions/other Academic Positions to be filled on direct / deputation basis.
2. With reference to above, the information related to Pattern of Written Examination, Syllabus, Total Marks, etc. for various Non-Teaching Positions is given below for information of all concerned.

NAME OF THE POST: SECTION OFFICER/PRIVATE SECRETARY

Written Examination shall consist **Two Objective Type Papers** each comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of Questions	Maximum Marks	Duration
Paper I	General English, Numerical Aptitude, Reasoning and General Knowledge	100	100	2 hrs
Paper II	Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act	100	100	2 hrs

In addition to the above written test, the candidates for the post of Private Secretary shall have to appear in the Skill Test (Shorthand and Typing Test) as detailed below:

Name of the Skill Test	Speed	Duration	Maximum permissible error
Shorthand	120 w.p.m.	5 minutes	10%
Typing	40 w.p.m.	5 minutes	--

SYLLABUS:

Paper-I

General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

General Knowledge: Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Central University of Jharkhand, Indian States, India and other countries.

Paper-II

The questions will be from following areas:-

- (i) Constitution of India
- (ii) Central Universities Act & Statutes, 2009
- (iii) General Financial Rules and Purchase Procedure
- (iv) UGC Regulations governing the service conditions of the teachers
- (v) CCS (Conduct) Rules
- (vi) CCS (Leave) Rules
- (vii) CS (Medical Attendance) Rules
- (viii) CCS (LTC) Rules
- (ix) Reservation and Concessions to SCs/STs/OBCs/PWDs
- (x) CCS (Joining Time) Rules
- (xi) CCS (T.A.) Rules
- (xii) CCS (Pension) Rules/National Pension Scheme
- (xiii) General Rules on Pay and Allowances

Final Selection: Final Selection will be made on the basis of total marks secured by the candidates in Paper I and Paper II. The Skill Test, wherever applicable, shall be of qualifying nature.

NAME OF THE POST: ASSISTANT/PERSONAL ASSISTANT

Written Examination shall consist **Two Objective Type** papers each comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of questions	Maximum Marks	Duration
Paper I	General English, Numerical Aptitude, Reasoning and General Knowledge	100	100	2 hrs

Paper II	Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act	100	100	2 hrs
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In addition to the above written test, the candidates for the post of Personal Assistant shall have to appear in the Skill Test (Shorthand and Typing Test) as detailed below:

Name of the Skill Test	Speed	Duration	Maximum permissible error
Shorthand	100 w.p.m.	5 minutes	10%
Typing	40 w.p.m.	5 minutes	--

Final Selection: Final Selection will be made on the basis of total marks secured by the candidates in Paper I and Paper II. The Skill Test, wherever applicable, shall be of qualifying nature.

SYLLABUS:

Paper-I

General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

General Knowledge: Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Central University of Jharkhand, Indian States, India and other countries.

Paper-II

The questions will be from following areas:-

- a) Constitution of India
- b) Central Universities Act & Statutes, 2009
- c) General Financial Rules and Purchase Procedure
- d) UGC Regulations governing the service conditions of the teachers
- e) CCS (Conduct) Rules
- f) CCS (Leave) Rules
- g) CS (Medical Attendance) Rules

- h) CCS (LTC) Rules
- i) Reservation and Concessions to SCs/STs/OBCs/PWDs
- j) CCS (Joining Time) Rules
- k) CCS (T.A.) Rules
- l) CCS (Pension) Rules/National Pension Scheme
- m) General Rules on Pay and Allowances

NAME OF THE POST: JUNIOR ENGINEER (ELECTRICAL/CIVIL)

Written Examination shall consist **Two Objective Type** papers each comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Maximum Marks	Duration
Paper I	General English, Numerical Aptitude, Reasoning and General Knowledge	100	2 hrs
Paper II	Candidates will opt for any one part from Part – A OR Part -B		
Part-A	Civil Engineering	100	2 hrs
Part-B	Electrical Engineering	100	2 hrs

SYLLABUS:

Paper-I

General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

General Knowledge: Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Central University of Jharkhand, Indian States, India and other countries.

Paper-II (Candidates shall opt for any one part from Part-A and Part-B)PART-A: CIVIL ENGINEERING

a) Theory of Structures: Principles of super-position; reciprocal theorem, unsymmetrical bending. Determinate and indeterminate Structure; simple and space frames; degrees of freedom; virtual work; energy theorem; deflection of trusses; redundant frames, three-moment equation; slope deflection and moment distribution methods; column analogy; Energy methods; approximate and numerical methods. Moving loads, shearing force and Bending moment diagrams; influence lines for simple and continuous beams. Analysis of determinate and indeterminate arches, matrix methods of analysis, stiffness and flexibility matrices.

b) R.C. Design: Design of slabs, simple and continuous beams, columns, footing-single and combined, raft foundations, elevated water tanks, encased beams and column, ultimate load design. Methods and systems of prestressing; anchorages, losses in prestress.

c) Steel Design: Factors of safety and load factor; Design of tension; compression and flexural members; built up beams and plate girders, semi-rigid and rigid connections, Design of stanchions, slab and gusseted bases; cranes and gantry girder; roof trusses; industrial and multi strayed buildings. Plastic design of frames and portals.

d) Fluid Mechanics: Dynamics of fluid flow-equations of continuity; energy and momentum.

Bernoulli's theorem; circulation velocity irrotational flow, free and forced vortices; flow net, dimensional analysis and its application

to practical problems. Viscous flow-flow between Static and moving parallel plates, flow through circular tubes; film lubrication. Velocity distribution in laminar and turbulent flow, boundary layer, Incompressible flow through pipes, laminar and turbulent flow, critical

velocity, Stimpson and Moody's diagram. network. Forces on pipe bends. compressible flow-Adiabatic and isentropic flow, subsonic and supersonic velocity; mach number, shock wave, Water hammer, surge Tanks.

e) Hydraulic Engineering: Open channel flow-Uniform and non-uniform flow, best hydraulic cross section. Specific energy and critical depth, gradually varied flow; classification of surface profiles; control sections; standing wave flume; Surges and waves. Hydraulic jump.

Design of canals- Unlined channels in alluvium; the critical tractive stress, principles of sediment, transport regime theories, lined channels; hydraulic design and cost analysis; drainage behind lining.

Canal structures- Designs of regulation work; cross drainage and communication works, crossregulators, head regulator, canal falls, aqueducts, metering flumes etc., Canal outlets.

Diversion Head works- Principles of design of different part on impermeable and permeable foundations; Khosla's sediment exclusion theory

Dams- Design of rigid dams; earth dams; Forces acting on dams: stability analysis. Design of spillways. Wells and Tube Wells.

f) Soil Mechanics and Foundation Engineering: Soil Mechanics- Origin and Classification of soils; Atterberg limits. Void ratio: moisture contents permeability, laboratory and field tests, seepage and flow nets, flow under hydraulic structures. Unconfined and direct shear tests; triaxial test; heat pressure theories, stability of slopes; Theories of soil consolidation; rate of settlement. Total and effective stress analysis, pressure distribution in soils; Boussinesq and Westergaard theories. Soil exploration. Foundation Engineering; Bearing

capacity of footings; piles and walls; design of retaining walls; sheet piles and caissons. Principles of design of block foundation for machines.

g) Building construction: Building materials and constructions- timber, stone, brick, sand, surkhi, mortar, concrete, paints and varnishes, plastics, etc, Detailing of walls, floors, roofs, ceilings, staircases, doors and windows. Finishing of building, plastering, pointing, painting etc. Use of building codes. Ventilation, air conditioning, lighting and acoustics. Building estimates and specifications. Construction scheduling: PERT and CPM methods.

h) Water Resources Engineering: Hydrology- Hydrologic cycle; precipitation; evaporation-transpiration and infiltration hydrographs, unit hydrograph; Flood estimations and frequency. Planning for water Resources- Ground and Surface water resources; surface flows.

Single and multipurpose projects storage capacity, reservoir losses, reservoir silting, flood routing. Benefit cost ratio. General principles of optimization.

i) Sanitation and Water Supply: Sanitation-Site and orientation of buildings; ventilation and damp proof course; house drainage; conservancy and waterborne system of waste disposal, sanitary appliances, latrines and urinals.

j) Environmental Engineering: Elementary principles of Ecology and Ecosystems and their interaction with environment. Engineering activity and Environmental pollution. Environment and its effects on human health and activity. Air Environment: Major pollutants and their adverse effects, types of air cleaning devices. Water quality: Parameters, adverse effects, monitoring salt purification of streams. Solid Wastes: Collection systems and disposal methods, their selection and operation. Typical features of Water distribution systems: Demand, available need, network analysis, storage, corrosion.

k) Typical features of Sewerage systems: Permissible velocities, partial flow in circular sewers, non-circular sections, corrosion in sewers, construction and maintenance, sewerappurtenances, Dumping of sewage, Plumbing: Standards & systems. Environmental Management.

PART-B: ELECTRICAL ENGINEERING

a) Networks & Systems: Transient and steady state analysis of systems, state space analysis of networks, operational methods in networks and systems, Laplace, Fourier and Z transforms for continuous and discrete system, Frequency response of continuous and discrete systems, response characteristics and stability, R-L & R.C. network synthesis.

b) E.M. Theory: Analysis of electrostatic and magnetostatic fields. Laplace, Poisson

And Maxwell's equations, solution of boun propagation, ground and space waves, Propagation between Earth station and satellites,

Field Concepts of Circuits.

c) Control Systems: Mathematical modelling of dynamic, linear, continuous and digital control systems, Block diagrams and signal flow graphs, state space modelling and stability, Error evaluation, Error series compensation, Lyapunov methods for stability.

d) Elements of Electronics: P-N junction diode, Zener Diode, junction triode transistors and their parameters, current, voltage gain and input-output impedance, biasing techniques, common base emitter amplifiers,

feedback oscillator, Colpitt oscillator and Hartley oscillator, Wave shaping circuits and time base generators, analysis of multivibrators, digital circuits.

e) Power System Analysis and Design: Line parameters and calculations, Performance of Transmission lines, voltage distribution over an insulator string, string efficiency improvement, sag and tension calculations, conductor vibrations, Disruptive and visual Critical Voltage, Corona loss, Interference between Power and Communication Line.

Parameters of single and three core belted cables, Bus admittance matrix, Load flow equations and methods of solutions, Fast-decoupled load flow, Balance and Unbalanced Faults and analysis, Digital techniques in Fault Calculations.

Power system transients and Travelling Waves, Power system stability, EHV Transmission, HVDC transmission, general design considerations for distribution systems, Design of transmission lines.

f) Elements of Electrical Machines: Generation of E.m.f., m.m.f. and torque in rotating machines, motor and generator characteristics of d-c, synchronous and Induction Machine, equivalent circuits, commutation and armature reaction considerations, Parallel operation, Phasor and equivalent circuit of power transformer, determination of performance and efficiency, auto-transformers, 3-phase transformers.

g) Utilisation and Drives: Electrical motors for various drives and estimates of their rating, starting, braking and reversing operations of motors, speed control of d-c and induction motors, static power controllers and Electronic circuits for speed control, Inverters and converters, characteristics of Traction motors, Dielectric and Induction Heating.

h) Measurements: Basic methods of measurement, standards, error analysis, indicating and recording instruments, measurement of voltage, current, power, resistance, inductance, capacitance, power factor, frequency and flux, Instrumentation system for pressure and temperature measurements.

i) Industrial Electronics: Principles and design of single phase and polyphase rectifiers. Smoothing and Filters regulated power supplies, speed control circuits for drivers, inverters, d-c to d-c conversion, choppers, times and welding circuits.

j) Digital Electronics: Small Signal Transistor analysis, Steady State and Transient switching characteristics of semiconductor devices, clipping, clamping and switching circuits, Multivibrators, Boolean algebra, logic gates, I.C. building blocks and modules, combinational and sequential digital circuits, semiconductor memories.

k) Electrical and special Machines: Rotating magnetic field, Polyphase motor, Torqueslip Characteristics, Equivalent Circuit and determination of its parameters. Starters, speed

control, Induction generator Theory and phasor diagrams, characteristics and application of single phase motors, repulsion motor, series motor, E.m.f. equation and phasor diagram for synchronous machines operation on an infinite Bus, synchronising power, Sudden short circuit and analysis of oscillogram to determine machine reactances and time constants, synchronous Induction motor. Amplidyne and metadyne operating characteristics and their applications, principles and operation of servo motors.

l) Power system protection: Switch gear methods of Arc Extinction, Restriking and recovery voltage, Testing of circuit breakers, Protective relays, protective schemes for power system equipment, C.T. and P.T. surges in transmission lines and protection.

m) Analog and Digital computation: Analysis of op-amplifier, R.C. circuits, use as differentiator and Integrator, simulation of dynamic and algebraic equations, simulation of

control systems, Basis of Digital computation, flow charting, numerical analysis for interpolation, curve fitting, area, algebraic linear and nonlinear equations, solution of differential equations through Euler and Runge-Kutta Methods. Writing simple programmes for series in AP, CP, HP and combination, quadratic equation roots, Programmes for matrix addition, multiplication and determinants, curve fitting, interpolation, area, linear and nonlinear equation, differential equations of first and second order.

NAME OF THE POST: PROFESSIONAL ASSISTANT

Written Examination shall consist **Two Objective Type** papers each comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of questions	Maximum Marks	Duration
Paper I	General English	100	100	2 hrs
Paper II	Library and Information Science	100	100	2 hrs

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

PAPER-II:

Unit 1: Acquisition of Library Resources

Collection Development; Principles and procedure; Selection of printed and electronic resources; Ordering; Management and Maintenance

Unit 2: Serial Management

Selection; Ordering; Receiving; Display

Unit 3: Database Management

Machine Readable Formats; Basic Knowledge of common software Koha, SOUL, SLIM, Metadata

Unit 4: Information Technology

Data Harvesting; Institutional Repositories; Digital Library; and Automated Library Services

NAME OF THE POST: SENIOR TECHNICAL ASSISTANT (COMPUTER)

Written Examination shall consist **Two Objective Type** papers each comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of questions	Maximum Marks	Duration
Paper I	General English, Numerical Aptitude, Reasoning and General Knowledge	100	100	2 hrs
Paper II	Computer/IT Proficiency	100	100	2 hrs

SYLLABUS:

Paper-I

General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

General Knowledge: Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Central University of Jharkhand, Indian States, India and other countries.

Paper-II: Computer/IT Proficiency

Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's com complement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices.

Data Base Systems: Concepts of databases, DBMS, normalization, MS-SQL,

Operating System: Concepts, different types, functions, Windows OS, MS-Office, Word, Excel, PowerPoint, Outlook Software Engg (SDLC) with thorough knowledge of s/w testing.

Computer Network: Basic concepts topology types, Data Communications, N/W Security, Online Transaction Security, OSI Model devices and Protocols, Transmission.

Programming: Problem solving on a computer, algorithm, flowchart, decision tables, programming in C Language and C++ Language. Encoding signals.

NAME OF THE POST: PHARMACIST

Written Examination shall consist **Two Objective Type** papers each comprising 50 and 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of questions	Maximum Marks	Duration
Paper I	General English	50	50	1 hr
Paper II	Part A:Pharmaceutics, Dispensing and Hospital Pharmacy Part B:Pharmacology, and Toxicology	100	100	2 hrs

Paper-I

General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II

Part-A, Pharmaceutics, Dispensing and Hospital Pharmacy:

- Formulations: Types, Preparation, Packaging, labeling and Storage, Various Conventional and prolonged release drug delivery systems, per-oral and parenteral administration, novel routes of drug administration including pulmonary, nasal, ophthalmic, transdermal etc., concepts of drugs stability and Shelf-life.
- Prescription: definition, various parts of prescription, their functions, handling of prescription, prescription charging policy.
- Posology: Definition, factors affecting dose selection, Calculation of doses for paediatric and geriatric patients.
- Study of various pharmacopoeias, monographs and various quality control tests mentioned in the monographs- I.P., U.S.P., E.P., B.P.
- Sterile Products –their manufacturing and quality Control, Methods of Sterilization and validation thereof, Test for Sterility, Test for pyrogens, concept of asepsis and maintenance of aseptic conditions, Central Sterile Supply Department (CSSD) and its functioning.
- Microbiological Media: Preparation and Sterilization. Surgical dressings: Properties, sterilization, standards and tests for sterility.
Ligatures and Sutures: Absorbable and non-absorbable, preparations, standards, and tests for sterility.
- Hospital and Drug Store: Layout, designs, staff, materials-coding and stocking including storage conditions. Legal requirements, maintenance of various registers. Use of Computers for day to day record keeping. Inventory control concept of EOQ (Economic Order Quantity) & Purchase policy. Drug distribution systems in hospitals- Dispensing to in-patients & out-patients. Safe use of drugs in hospitals.
- Clinical Pharmacy - Drug & poison information services & its management: Patient Counseling, Patient information leaflets, patient medication adherence, drug-drug, drug-food interactions, adverse drug reactions. Adverse drug reactions and idiosyncratic reactions.

Part-B, Pharmacology and Toxicology:

- Concepts of health and disease, causative agents and prevention of diseases like AIDS, Tuberculosis.

- Brief outline of communicable diseases, models of transmission and prevention.
- First aid, emergency treatment of shock, snake bites, burns, poisoning, fractures.
 - Pharmacology of following classes of drugs Antihypertensives, antianginal agents, antihyperlipidemic agents, Cardiotonics, antiallergics, antidiabetics, antimicrobials and antibiotics including the newer generation antibiotics, antiulcer agents, antacid, anti HIV agents, antidepressants.
 - Clinical toxicology: Clinical symptoms and management of acute poisoning due to pesticides, opiates, barbiturates, benzodiazepines, alcohol (ethanol & methanol), paracetamol and salicylates, heavy metals- Arsenic, lead, mercury, radiation poisoning.

NAME OF THE POST: SEMI PROFESSIONAL ASSISTANT

Written Examination shall consist **Two Objective Type Papers** comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of Questions	Maximum Marks	Duration/ Time Allowed
Paper - I	General Knowledge	10	10	1 hr
	General Hindi	10	10	
	General English	10	10	
	Numerical Ability	10	10	
	General Intelligence & Reasoning	10	10	
Paper - II	Library & Information Science	50	50	1 hr
Total		100	100	

Syllabus

A. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. HINDI

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:

- पर्यायवाची/विलोम शब्द पर आधारित प्रश्न

- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
- मुहावरे/लोकोक्तियाँ पर आधारित प्रश्न
- अनेकार्थी शब्द पर आधारित प्रश्न
- वर्तनी की त्रुटि
- पारिभाषिक शब्दावली - प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द

C. General English (10th Level)

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

D. Numerical Ability

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

E. General Intelligence & Reasoning

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

F. Library and Information Science

Digital library and its difference from electronic/virtual library/e-library, if any. Institutional repository: definition purpose and functions. Services of Infflibnet, RRRLF, DELNET, National Library of India, National Library of Medicine (US), Library of Congress, British Library, UGC-Infonet, NISCAIR, Indest consortium, CeRA and other Indian consortia. E-resources: Web of Science, Scopus, Jgate, e-books and e-journals, Pricing policies of e-resources, Open access journals, Knowledge society/Information society, National Knowledge Commission. Philosophy and laws of Library science and their implications. Difference between indexing and abstracting services, free text searching advantages and disadvantages, Precision and recall, Main features of DDC and CC, RDA. Basics of computer and its application in University Libraries, Source of information–primary, secondary and tertiary, Electronic resources. Library classification scheme and cataloguing code. Searching OPAC and other databases; Handling of various library softwares, open source softwares and computerised library services; Typing speed and accuracy of working on MS-Word/Power point/Excel; Shelving and Shelf rectification; Assigning Subject Headings and Keywords. Classification of simple and compound subjects.

Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's complement, 2's co mplement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices.

Concepts of databases, DBMS, normalization, MSSQL, Operating System: Concepts, different types, functions, Windows OS, MSOffice, Word, Excel, PowerPoint.

Computer Network: Basic concepts topology types, Data Communications, N/W Security.

NAME OF THE POST : UPPER DIVISION CLERK

Written Examination shall consist one **Objective Type** paper comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of Questions	Maximum Marks	Duration/ Time Allowed
Paper - I	General Knowledge	10	10	1 hr
	General Hindi	10	10	
	General English	10	10	
	Numerical Ability	10	10	
	General Intelligence & Reasoning	10	10	
Paper - II	Knowledge of Rules of Government of India & University Administration	50	50	1 hr
Total		100	100	

In addition to the above written test, the candidates for the post of Upper Division Clerk shall have to appear in the Computer Skill Test as detailed below. This test will be of qualifying nature and no weightage of marks scored in the Computer Skill Test shall be given in the merit.

Subject	Maximum Marks	Duration
Computer skill Test	50	45 minutes

Final Selection: Final Selection will be made on the basis of total marks secured by the candidates in Paper I. The Skill Test, wherever applicable, shall be of qualifying nature.

Syllabus**A. General Knowledge**

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. HINDI

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:

- पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
- मुहावरे/लोकोक्तियाँ पर आधारित प्रश्न
- अनेकार्थी शब्द पर आधारित प्रश्न
- वर्तनी की त्रुटि
- पारिभाषिक शब्दावली - प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द

C. General English (10th Level)

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

D. Numerical Ability

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

E. General Intelligence & Reasoning

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

F. Knowledge of Rules of Government of India & University Administration

Questions in this component will be aimed at testing the candidate's knowledge and awareness of central civil services (CCS) rules and University Act. etc. The test will include questions relating to Personnel Administration including recruitment, training, promotion, pay scale and service matters; including seniority and leave rules etc.; Reservation and Concessions for SC, ST, OBC, PWD etc.; Right to Information Act 2005; General Financial Rules; Fundamental and Supplementary Rules & University Act, Deemed Universities etc.

NAME OF THE POST : LIBRARY ASSISTANT

Written Examination shall consist one **Objective Type** paper comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of Questions	Maximum Marks	Duration/ Time Allowed

Paper - I	General Knowledge	10	10	1 hr
	General Hindi	10	10	
	General English	10	10	
	Numerical Ability	10	10	
	General Intelligence & Reasoning	10	10	
Paper - II	Library & Information Science	50	50	1 hr
Total		100	100	

Syllabus

A. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. HINDI

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:

- पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
- मुहावरे/लोकोक्तियाँ पर आधारित प्रश्न
- अनेकार्थी शब्द पर आधारित प्रश्न
- वर्तनी की त्रुटि

C. General English (10th Level)

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

D. Numerical Ability

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages,

Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

E. General Intelligence & Reasoning

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

F. Library and Information Science

Digital library and its difference from electronic/virtual library/e-library, if any. Institutional repository: definition purpose and functions. Services of Infflibnet, RRRLF,DELNET, National Library of India, National Library of Medicine (US), Library of Congress, British Library, UGC-Infonet, NISCAIR, Indest consortium, CeRA and other Indian consortia. E-resources: Web of Science, Scopus, Jgate, e-books and e-journals, Pricing policies of e-resources, Open access journals, Knowledge society/Information society, National Knowledge Commission. Philosophy and laws of Library science and their implications. Difference between indexing and abstracting services, free text searching advantages and disadvantages, Precision and recall, Main features of DDC and CC, RDA. Basics of computer and its application in University Libraries, Source of information–primary, secondary and tertiary, Electronic resources. Library classification scheme and cataloguing code.

Searching OPAC and other databases; Handling of various library softwares, open source softwares and computerised library services; Typing speed and accuracy of working on MS-Word/Power point/Excel; Shelving and Shelf rectification; Assigning Subject Headings and Keywords. Classification of simple and compound subjects.

Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's complement, 2's co mplement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices.

Concepts of databases, DBMS, normalization, MSSQL, Operating System: Concepts, different types, functions, Windows OS, MSOffice, Word, Excel, PowerPoint.

Computer Network: Basic concepts topology types, Data Communications, N/W Security.

NAME OF THE POST : LOWER DIVISION CLERK (INCLUDING THE LDC FOR TAKING CARE OF GUEST HOUSE AND HOSTEL)

Written Examination shall consist one **Objective Type** paper comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Subject	Number of Questions	Maximum Marks	Duration/ Time Allowed
General Knowledge	25	25	2 hrs
General Hindi	25	25	
General English	25	25	
Numerical Ability	25	25	

Total	100	100	

A skill test of typing (Qualifying Speed 35 w.p.m. in English or 30 w.p.m. in Hindi on computer) will be held before the written examination. The skill test will be of qualifying nature and assessment will not be done on the basis of marks for such tests. The candidates who qualify the skill test of typing shall be eligible for written examination.

Final Selection: Final Selection will be made on the basis of total marks secured by the candidates in the written. The Skill Test, wherever applicable, shall be of qualifying nature.

Syllabus

A. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. HINDI

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:

- पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
- मुहावरे/लोकोक्तियाँ पर आधारित प्रश्न
- अनेकार्थी शब्द पर आधारित प्रश्न
- वर्तनी की त्रुटि

C. General English (10th Level)

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

D. Numerical Ability

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

E. General Intelligence & Reasoning

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical

reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

NAME OF THE POST: DRIVER

Written Examination shall consist one **Objective Type** paper comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Subject	Number of Questions	Maximum Marks	Duration/ Time Allowed
General Knowledge	30	30	2hrs
General Hindi	15	15	
General English	15	15	
Numerical Ability	10	10	
Knowledge of Driving Technique & Motor Car Mechanism	30	30	
Total	100	100	

Skill Test:

There will be a skill test to assess the candidate's driving skills and test his/her knowledge of motor driving, motor mechanics and traffic rules & regulations.

Final Selection: Final Selection will be made on the basis of total marks secured by the candidates in written test. The Skill Test, wherever applicable, shall be of qualifying nature.

Syllabus

A. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. HINDI

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:

- पर्यायवाची/विलोम शब्द पर आधारित प्रश्न

- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
- मुहावरे/लोकोक्तियाँ पर आधारित प्रश्न
- अनेकार्थी शब्द पर आधारित प्रश्न
- वर्तनी की त्रुटि

C. General English (10th Level)

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

D. Numerical Ability

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

E. General Intelligence & Reasoning

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

F. Knowledge of Driving Technique & Motor Car Mechanism

Questions on Driving Technique & Motor Car Mechanism shall aim at testing the candidate's knowledge of driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, etc.

NAME OF THE POST: MULTI TASKING STAFF (M.T.S.)

The written examination will consist of one objective type paper containing 100 questions of 01 mark each with the following composition:

Subject	Number of Questions	Maximum Marks	Duration/ Time Allowed
General Knowledge	40	40	90 MINUTES
General Hindi	30	30	
General English	30	30	
Total	100	100	

Syllabus

A. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. HINDI

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:

- पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- मुहावरे/लोकोक्तियाँ पर आधारित प्रश्न
- अनेकार्थी शब्द पर आधारित प्रश्न

C. General English (10th Level)

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

NAME OF THE POST : LABORATORY/LIBRARY ATTENDANT

The written examination will consist of one objective type paper containing 100 questions of 01 mark each with the following composition:

Subject	Number of Questions	Maximum Marks	Duration/ Time Allowed
General Knowledge	10	10	2 hrs
General Hindi	20	20	
General English	20	20	
Knowledge of General Science/Library	50	50	
Total	100	100	

Syllabus for the Written Examination for the post of Laboratory/Library Attendant

A. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. HINDI

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:

- पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
- वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
- मुहावरे/लोकोक्तियाँ पर आधारित प्रश्न
- अनेकार्थी शब्द पर आधारित प्रश्न
- वर्तनी की त्रुटि

C. General English (10th Level)

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

D. General Science for the post of Laboratory Attendant (10th Level): The questions in this section will be from following areas:

(i) Physics

1. Heat
2. Electricity and Magnetism
3. Light
4. Sound
5. Atomic Physics

(ii) Chemistry

1. Matter & Its Nature
2. Acid, Base & Salt
3. Chemical Reactions & Equations

4. Properties of Gases
5. Atomic Structure
6. Periodic Classification of Elements
7. Chemical Bonding
8. Organic Chemistry
9. Some Common Elements and Compounds

(iii) Biology

10. Cell - The Basic Unit of Life
11. Tissues

12. Microorganism
13. The Plant Kingdom
14. The Animal Kingdom
15. Nutrition
16. Respiratory System
17. Circulatory System
18. Excretory System
19. Endocrine System
20. Nervous System
21. Reproductive System
22. Genetics

D. Syllabus for the post of Library Attendant

1. Types of Libraries and their Features
2. Role of Libraries in contemporary Society
3. Classification; concept, purpose
4. DDC
5. Library Catalogue; Definition and purpose
6. Principles of Book Selection
7. Weeding
8. Circulation
9. Technical procuring of books
10. Selving of Books
11. Stock verification, stock rectification

GENERAL TERMS AND CONDITIONS:

1. The University shall prescribe the minimum qualifying marks to be considered for selection for a particular post.
2. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
3. If circumstances so warrant, the University reserves the right to modify or remove the condition of Minimum Qualifying Marks prescribed for one or more Non-Teaching posts at any stage and/or for any component and/or for any Section. **The decision of the University shall be final and binding on each candidate.**
4. The ***Skill Test***, wherever prescribed above shall be essential. However, these tests will only be of qualifying nature. **Assessment will NOT be done on the basis of marks of such tests.**

IMPORTANT NOTE: If required, the University shall hold Skill Test for any Non-Teaching Positions even for such Non-Teaching posts for which the University has not mentioned about Skill Test while advertising the various Non-Teaching Positions vide Advertisement No. CUJ/Advt./2017-18/03 dated 24th May, 2017. The decision of the University shall be final and binding on each candidate.

5. The appointment of the candidate on the basis of marks in Written Examinations shall be provisional and subject to qualifying in skill test, if any; verification of her/his Character & Antecedents; and if applicable her/his Caste/Tribe/Community Certificate from the respective authorities through proper channel. If the verification reveals anything adverse about her/his character and antecedents and/or that the claim to belong to the Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer), as the case may be, is false, her/his services will be terminated forthwith without assigning any reasons thereof and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
6. **The list of candidates to be called for Written Examination and details regarding Date, Time, Venue of Written Examination and Hall Ticket/Admit Card shall be notified on the University Website (www.cuj.ac.in).** Therefore, the candidates are advised to check the University Website regularly.
10. **NEGATIVE MARKING: There will be negative marks for wrong answers in the objective tests. One-Fourth of the Correct Answer (i.e., 0.25 marks) will be deducted for each wrong answer.**
11. **USE OF UNFAIR MEANS:** Candidates are not permitted to use Mobile Phone, Calculators or any other electronic / electrical device. Candidates, therefore, **MUST NOT** bring Mobile Phone, Calculators or any other electronic / electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as **“use of unfair means”** in the Examination and appropriate action will be taken by the University against such candidates.
12. Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to her/his conduct in service, that she/he is eligible and suitable in all respects for appointment to the post for which the examination is conducted.
13. The Compensatory time for PWD candidates availing scribe/reader/lab assistant shall be given as per rules, if any.
14. **Action against Candidates found Guilty of Misconduct**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate will be disqualified, if she/he has been declared by the University to be guilty of:

- a. Obtaining support of his/her candidature by any means; or

- b. Impersonating; or
- c. Procuring impersonation by any person;
- d. Submitting fabricated documents or documents which have been tampered with; or
- e. Making statements which are incorrect or false or suppressing material information; or
- f. Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- g. Using unfair means during the test; or
- h. Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or
- i. Misbehaving in any other manner in the examination hall; or
- j. Harassing or doing bodily harm to the staff employed by the University for the conduct of their test; or
- k. Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
- l. Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. to be disqualified by the University from selection for which he/she is a candidate; and/or
 - ii. to be debarred either permanently or for a specified period by the:
 - University from any Examination or Selection held by them.
 - University from taking admission under the courses offered by them.
 - iii. if he/she is already in service under Government to disciplinary action under the appropriate rules.

14. **Resolution of Tie Cases**

- a. In case of a tie, the tie will be resolved by the University by referring to the marks scored by the candidates in Paper - II (wherever paper – II exists) i.e., a candidate having more marks in the Paper - II will be given preference.
- b. If the tie still persists, the candidate older in age gets preference.
- c. If the tie still persists, it is finally resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

15. **University Decision Final:**

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

16. **Court's Jurisdiction:**

In case of any disputes, any suits or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be Hon'ble Jharkhand High Court at Ranchi.

IMPORTANT NOTE:

1. The candidates applied for any Non-Teaching Positions should ensure that they fulfil all the eligibility conditions for admission to the Written Examination. Their admission at all the stages of Written Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Written Examination and Skill Test (wherever applicable), it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the University.
2. The candidates must carry at least one latest photo bearing identification proof such as Driving Licence / Voter Card / Aadhaar Card / Identity Card issued by University / College, Income Tax Pan Card in original to the Examination Centre, failing which they will not be allowed to appear for the same.
3. Any attempt to influence the authorities by way of recommendations will ab-initio disqualify the candidate.

Sd/-

REGISTRAR (I/C)
Central University of Jharkhand