

**NOTICE REGARDING THE WRITTEN TEST FOR NON-TEACHING
POSTS, GROUP- 'B' and GROUP-'C'**

It is notified for the information of candidates that the written test for both Group-'B' and Group-'C' Non-Teaching positions advertised vide Advt. No.: CUJ/Advt./2024-25/05 dated: 9th September,2024 will be held as per details given below:

For Group-'C'

[Technical Assistant, Security Inspector, Upper Division Clerk, Laboratory Assistant (Science Stream, Engineering and Technology Stream, Computer Stream), Library Assistant, Lower Division Clerk, Lower Division Clerk (Guest House), Driver, Laboratory Attendant, Library Attendant, Attendant (Hostel), Boy's/ Girl's]

Date of Written Test: 24th October, 2025

Time: 10:30 A.M. to 12:30 P.M.

Venue: Central University of Jharkhand, Cheri-Manatu Campus, Ranchi, Jharkhand.

For Group-'B'

[Section Officer, Private Secretary, Assistant, Junior Engineer (Electrical)]

Date of Written Test: 24th October, 2025

Time: 02:30 P.M. to 04:30 P.M.

Venue: Central University of Jharkhand, Cheri-Manatu Campus, Ranchi, Jharkhand.

The link to download the Admit Card will be available on the University website shortly.

The indicative Syllabus which was notified along with the advertisement is attached for ready reference of the candidate.

**Sd/-
REGISTRAR**

1. **SELECTION CRITERIA:**

General Descriptions:

- I. The selection process shall consist of following Papers:
 - A) Objective Type Test (Paper – I)
 - B) Descriptive Type Test (Paper – II) (Wherever applicable)
 - C) Skill Test (Typing/Trade/Computer Proficiency Test, wherever applicable)
- II. The Objective type test (Paper – I) shall be conducted first which will be of qualifying nature.
- III. The minimum qualifying marks to be secured in Paper I shall be 40% for UR, 35% for OBC (NC) & EWS and 30% for SC/ST/PwBD categories. **However, the minimum qualifying marks to be secured shall be 40% for candidates of all categories for unreserved (UR) posts.**
- IV. Top twenty candidates against one post among the qualified candidates in Paper I shall be called for participating in Paper II (Descriptive) examination.
- V. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for SC/ST/PwBD categories. **However, the minimum qualifying marks to be secured shall be 50% for candidates of all categories for unreserved (UR) posts.**
- VI. The candidates who secure minimum qualifying marks in Paper II shall be called for the skill test/trade test/computer proficiency test, wherever applicable. The skill test/trade test/computer proficiency test will be of qualifying nature.
- VII. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 50% in each section (i.e. typing/trade/Computer proficiency test).
- VIII. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- IX. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- X. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- XI. Medium – English and Hindi (Except English Paper).

2. **SCHEME OF EXAMINATION:**

The examination will consist of two papers, Paper – I (Objective type test) and Paper – II (Descriptive type test) of 100 marks each.

The Scheme of Examination for Paper – I (Objective type test) is given below:

Scheme of Examination for Group B Posts			
Stage I	Section	Subject	Marks
MCQ Type	Section-1	General Awareness	30
	Section-2	Reasoning and General Intelligence	20
	Section-3	Mathematical Abilities	20

	Section-4	Computer Knowledge	10
	Section-5	Hindi or English Language	20
Total			100 Question = 100 Marks
			Duration 120 Minutes

Disclaimer: CUJ can re-conduct the examination at any stage of the exam, if required.

3. INDICATIVE SYLLABUS of Paper – I (Objective Type Test): 100 Marks

- i. **Section 1 – General Awareness (30 Marks)**
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.
- ii. **Section 2 – Reasoning & General Intelligence (20 Marks)**
This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion Indexing, Address matching, Date & City matching, Classification of center codes/roll numbers, Small & Capital letters/numbers coding, decoding and Classification and Critical thinking.
- iii. **Section 3 – Mathematical Ability (20 Marks)**
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 may cover topics such as computation of whole numbers, decimals, fractions and relationship between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and Distance, Time and Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.
There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.
- iv. **Section 4 – Computer Knowledge (10 Marks)**
Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.
- v. **Section 5 – Hindi or English Language (20 Marks)**
English – Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spelling/Detecting Misspelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage.
Hindi – हिन्दी के प्रश्न निम्नलिखित क्षेत्रों पर आधारित होंगे-
पर्यायवाची / विलोम शब्द पर अध्यारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न , वाक्य अशुद्धि संशोधन पर आधारित प्रश्न , मुहावरे, लोकोक्तियों पर आधारित प्रश्न, अनेक शब्द पर आधारित प्रश्न, वातनी की त्रुटि
