

**झारखण्ड केन्द्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF JHARKHAND**



**Syllabus**  
*for*  
**Recruitment**  
*of*  
**Group 'B' and 'C' Non-Teaching Posts**

## **INDEX**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Page No.</b>
01	Section Officer	3 – 5
02	Assistant	6 – 8
03	Private Secretary	9 – 11
04	Hindi Translator	12 – 13
05	Senior Technical Assistant	14 – 16
06	Technical Assistant (Computer Stream)	17 – 19
07	Laboratory Assistant (Science/computer/Engineering & Technology Stream)	20 – 23
08	Laboratory Attendant	24 – 26
09	Attendant (Hostel)	27 – 29
10	Upper Division Clerk	30 – 32
11	Lower Division Clerk	33 – 35
12	Library Assistant	36 – 38
13	Library Attendant	39 – 41
14	Security Inspector	42 – 44
15	Driver	45 – 47
16	Appendix A	48
17	Appendix B	49 – 50

## Section Officer

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Section Officer (Group B), Pay Level – 7.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for other category.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PwD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	Proficiency in Computer Operation	20	20	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Knowledge & Current Affairs	20	20			
D	General Intelligence & Reasoning	15	15			
E	Quantitative Aptitude	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	General English – Précis, letter writing, noting, drafting and applied English grammar	5 Questions x 6 Marks = 30 Marks			
B	Office Procedure, Service Rules, and University Administration	5 Questions x 8 Marks = 40 Marks			
C	GFR, Financial Regulations and Financial Administration including book-keeping	6 Questions x 5 Marks = 30 Marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

- i. **Section A – Proficiency in Computer Operation (20 Marks)**  
Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.
- ii. **Section B – General English (20 Marks)**  
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.
- iii. **Section C – General Knowledge & Current Affairs (20 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.
- iv. **Section D – General Intelligence & Reasoning (15 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.
- v. **Section E – Quantitative Aptitude (15 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.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

**i. Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

**ii. Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

**Office Procedure:** Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

**Service Rules:** Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

**University Administration:** This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

**iii. Section C – Financial Regulations (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

\*\*\*\*\*

## **Assistant**

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Assistant (Group B), Pay Level – 6.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
  - C) Skill Test – Typing Test
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
- IV. The typing test shall be qualifying in nature. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	Proficiency in Computer Operation	20	20	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Knowledge & Current Affairs	20	20			
D	General Intelligence & Reasoning	15	15			
E	Quantitative Aptitude	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	General English – Précis, letter writing, noting, drafting and applied English grammar	5 Questions x 6 Marks = 30 Marks			
B	Office Procedure, Service Rules, and University Administration	5 Questions x 8 Marks = 40 Marks			
C	GFR, Financial Regulations and Financial Administration including book-keeping	6 Questions x 5 Marks = 30 Marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – Proficiency in Computer Operation (20 Marks)**

Fundamentals of computers, Hardware & Software, Input and output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.

ii. **Section B – General English (20 Marks)**

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.

iii. **Section C – General Knowledge & Current Affairs (20 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.

iv. **Section D – General Intelligence & Reasoning (15 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.

v. **Section E – Quantitative Aptitude (15 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.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

**i. Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

**ii. Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

**Office Procedure:** Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

**Service Rules:** Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

**University Administration:** This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

**iii. Section C – Financial Regulations (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

**C. Skill Test (Typing & Computer Proficiency Test):**

The University will hold typing Test in the following manner:

English typing speed @ 35 w.p.m.

OR

Hindi typing speed @ 30 w.p.m.

\* The procedure for evaluation of typing tests is given in **Appendix – 'B'**.

\*\*\*\*\*



## Private Secretary

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Private Secretary (Group B), Pay Level – 7.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
  - C) Skill Test (i. Typing & ii. Stenography Test)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
- IV. The Skill test (i.e. Typing Test and Stenography Test) shall be qualifying in nature. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only, subject to qualifying the skill test.
- V. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General English	30	30	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General Knowledge & Current Affairs	20	20			
C	General Intelligence & Reasoning	20	20			
D	Quantitative Aptitude	20	20			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1.50% for UR 2.45% for OBC (NC) & EWS and 3.35% for others
A	General English – Précis, letter writing, noting, drafting and applied English grammar	5 Questions x 6 Marks = 30 Marks			
B	Office Procedure, Service Rules, and University Administration	5 Questions x 8 Marks = 40 Marks			
C	GFR, Financial Regulations and Administration including book-keeping	6 Questions x 5 Marks = 30 Marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General English (30 Marks)**

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.

ii. **Section B – General Knowledge & Current Affairs (20 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.

iii. **Section C – General Intelligence & Reasoning (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.

iv. **Section D – Quantitative Aptitude (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.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

i. **Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression

and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B – Office Procedure, Service Rules & University Administration (40Marks)**

**Office Procedure:** Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

**Service Rules:** Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

**University Administration:** This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

iii. **Section C – Financial Regulations (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

**C. Skill Test (Typing & Computer Proficiency Test):**

The test shall be qualifying in nature and no grace marks will be awarded.

**Skill Test Norms on Computer –**

**a. Stenography:**

Dictation: 10 minutes @ 120 w.p.m. in English / 100 w.p.m. in Hindi

Transcription: 50 minutes for English / 60 minutes for Hindi

\* The procedure for evaluation of transcripts of Stenography and typing test is given in

**Appendix – 'B'.**

The University has fixed the category wise cut-off on percentage of errors / mistakes allowed in Stenography Skill Test (English / Hindi) in the following manner:

	<b>EWS</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>UR</b>	<b>VH</b>	<b>Other-PwD</b>
Cut-off (% of mistakes)	7%	7%	7%	7%	5%	7%	7%

**b. Typing:**

The University will hold typing Test in the following manner:

English typing speed @ 35 w.p.m.

OR

Hindi typing speed @ 30 w.p.m.

\* The procedure for evaluation of typing tests is given in **Appendix – 'B'.**

\*\*\*\*\*

## Hindi Translator

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Hindi Translator (Group B), Pay Level – 6.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
  - C) Skill Test – Typing Test
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
- IV. The typing test shall be qualifying in nature. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section A of the descriptive type written test.
  - c) Date of birth i.e. the candidate older in age gets preference.
  - d) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Hindi	50	50	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	40	40			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Translation	5 Questions x 10 marks = 50 marks	1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
B	Essay	2 Questions x 25 marks = 50 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Hindi (50 Marks)**

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे –

1. पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
2. वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
3. वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
4. मुहावरे / लोकोक्तियों पर आधारित प्रश्न
5. अनेकार्थ शब्द पर आधारित प्रश्न
6. वर्तनी की त्रुटि

ii. **Section B – General English (40 Marks)**

The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, 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 and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

i. **Section A – Translation (50 Marks)**

This section will contain two passages for translation – one passage for translation from Hindi to English and one passage for translation from English to Hindi to test the candidates' translation skill and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualification prescribed. .

ii. **Section B – Essay (50 Marks)**

This section will contain essay each in Hindi and English to test the candidates' skill and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

**C. Skill Test (Typing Test):**

The University will hold typing Test in the following manner:

Hindi typing speed @ 30 w.p.m.

\* The procedure for evaluation of typing tests is given in **Appendix – 'B'**.

\*\*\*\*\*

## Senior Technical Assistant

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Senior Technical Assistant (Group B), Pay Level – 6.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for other categories.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01 Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	25	25	1.5 Hours	As per Government of India's Rules	1.40% for UR 2.35% for OBC (NC) & EWS and 3.30% for others
B	General English	25	25			
C	Numerical Aptitude	20	20			
D	General Intelligence & Reasoning	20	20			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Domain: Web and Software Application Security	12 Questions x 5 marks = 60 marks			
B	Domain: Computer Networks & System Administration and Network Security	2 Questions x 10 marks = 20 marks			
C	Web Technologies & Cyber Security	2 Questions x 10 marks = 20 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (25 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 B – General English (25 Marks)**

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.

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective, and the like
7. Question based on Comprehension of a given passage in English
8. Synonyms and Antonyms

iii. **Section C – Numerical Aptitude (20 Marks)**

This section will include questions problems relating to Number Systems, computation of Whole Numbers, Decimals & Fractions and relationship between numbers, Fundamental arithmetical operations, Percentage, Ratio & Proportion, Average, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

iv. **Section D – General Intelligence & Reasoning (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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

- i. **Section A – Domain: Web and Software Application Security (60 Marks)**  
**Operating System:** Processes, Threads, inter-Process communication, Concurrency, Synchronization, Deadlock, CPU scheduling, Memory management and virtual memory, File systems, I/O systems, Protection and security. **Database Management:** DBMS, RDBMS, ER-model, Relational Model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Structure Query languages (SQL), File structures (sequential files, indexing, B and B+ trees), Transactions and concurrency Control No SQL Databases.
- ii. **Section B – Domain: Computer Networks & System Administration and Network Security (20 Marks)**  
OSI and TCP/IP, LAN technologies, Flow and error control techniques, Routing algorithms, Congestion control, Basics of Transport layer, Data Link layer, Network layer, IP (v4), IP (v6), Application layer protocols, (ICMP, DNS, SMTP, POP, FTP, HTTP, HTTPS), Basic concepts of hubs, switches, gateways and routers, Wireless technologies, Network security -basic concepts of public key and private key cryptography, digital signature, firewalls.
- iii. **Section C – Web Technologies & Cyber Security (20 Marks)**  
Development, web service, HTML5, CSS3, XML, basic concept of client-server computing, frontend technologies, Secure programming techniques, OWASP top10 vulnerabilities, concepts on IoT, Block-chain, Cryptography, Image Water marking, Techniques in modern image cryptography.

\*\*\*\*\*



## **Technical Assistant (Computer Stream)**

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Technical Assistant (Group C), Pay Level – 5.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) &EWS and 35% for other category.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree/experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	25	25	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	25	25			
C	Numerical Aptitude	20	20			
D	General Intelligence & Reasoning	20	20			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Computer Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Fundamentals of Computer	8 Questions x 5 marks = 40 marks			
B	Coding Test (Languages: C++/JAVA/Python)	3 Questions x 10 marks = 30 marks			
C	Networking & Database	3 Questions x 10 marks = 30 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (25 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 B – General English (25 Marks)**

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

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

iii. **Section C – Numerical Aptitude (20 Marks)**

This paper will include questions on problems relating to Number Systems, Computation of Whole Number, 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.

iv. **Section D – General Intelligence & Reasoning (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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

***Computer Stream:***

**i. Section A – Fundamental of Computers (40 Marks)**

Organization and building blocks of Computers, input & output devices, Basic Operating systems, Concept of High level, assembly level and low-level programming languages, Binary arithmetic: fixed point and floating point, Binary Internet fundamentals, Computer viruses, MS Office

**ii. Section B – Coding Test (Languages: C++/JAVA/Python) (30 Marks)**

C++, C, Linux, DBMS, PHP, Java, .Net, Cloud Computing, Data Structure, HTML, Javascript, Python, Database, Networks etc.

**iii. Section C – Networking & Database Management (30 Marks)**

Networking - OSI and TCP/IP, LAN technologies, Flow and error control techniques, Routing algorithms, Congestion control, Basics of Transport layer, Data Link layer, Network layer, IP(v4), IP(v6), Application layer protocols, (ICMP, DNS, SMTP, POP, FTP, HTTP, HTTPS), Basic concepts of hubs, switches, gateways and routers, Wireless technologies, Network security -basic concepts of public key and private key cryptography, digital signature, firewalls. Database Management – DBMS, RDBMS,ER-model, Relational Model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Structure Query languages(SQL), File structures (sequential files, indexing, B and B+ trees), Transactions and concurrency Control No SQL Databases

\*\*\*\*\*

## **Laboratory Assistant (Science/Computer/Engineering & Tech. Stream)**

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Laboratory Assistant (Group C), Pay Level – 4.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for other category.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	25	25	2 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	25	25			
C	Numerical Aptitude	20	20			
D	General Intelligence & Reasoning	20	20			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Chemistry	7 Questions x 5 marks = 35 marks			
B	Physics	7 Questions x 5 marks = 35 marks			
C	Biology	4 Questions x 7.5 marks = 30 marks			
<b>Total</b>		<b>100</b>			
<b>Engineering &amp; Technology Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Basic Electrical Engineering	7 Questions x 5 marks = 35 marks			
B	Basic Mechanical Engineering	7 Questions x 5 marks = 35 marks			
C	Basic Civil Engineering	4 Questions x 7.5 marks = 30 marks			
<b>Total</b>		<b>100</b>			
<b>Computer Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Fundamentals of Computer	7 Questions x 5 marks = 35 marks			
B	Coding Test (Languages: C++/JAVA/Python)	7 Questions x 5 marks = 35 marks			
C	Networking & Database	4 Questions x 7.5 marks = 30 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (25 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 B – General English (25 Marks)**

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

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

iii. **Section C – Numerical Aptitude (20 Marks)**

This paper will include questions on problems relating to Number Systems, Computation of Whole Number, 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.

iv. **Section D – General Intelligence & Reasoning (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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

***Science Stream:***

i. **Section A – Chemistry (35 Marks)**

Atoms, Molecules and Chemical Arithmetic, Atomic Structure, Radioactivity and Nuclear Chemistry, The Periodic Table and Chemical Families, Chemical Bonding and Molecular Structure, Coordination Compounds, Solid State, Liquid State, Gaseous State

ii. **Section B – Physics (35 Marks)**

Introduction to Physics, The Universe: Stars, Sun, Asteroids: In a nutshell, The Solar System and Satellites, Resistance of a Conductor, Refraction of Light, Reflection of light from Spherical Mirrors, Reflection of Light, Refraction of light by Spherical Lenses, Refraction of light through a glass prism, The Human Eye and its defects, Thermal Expansion of Solids, Liquids and Gases, Mechanical Properties of Fluids, Sound: Doppler Effect and Echo, Magnetic effects of Electric Current, Waves, The Kinetic Theory of Matter, The Four Fundamental Forces, Special and General Theories of Relativity, Radioactivity, Nuclear Fission and Fusion, Motion and Mechanics, Heat and work, Electromagnetism, Electric Current, Atomic Theories.

iii. **Section C – Biology (30 Marks)**

Genetics, Economic importance of plants, Morphology of angiosperms, Digestion, respiration, excretion in humans, Plant and Animal Anatomy, Environmental Studies, Common Characteristics of Fungi, Algae, Lichen, Bryophyta, Reproductive system in humans and human disease, Human nervous system, Circulatory and endocrine system of humans, Classification of animal kingdoms.

***Engineering & Technology Stream:***

i. **Section A – Basic Electrical Engineering (35 Marks)**

Basic laws of Electricity, Various uses & effects of Electricity, Fuse & relays etc., Principle of Generation of Electricity, Transformers, Basics of DC and AC (both single phase & three phase) machine.

ii. **Section B – Basic Mechanical Engineering (35 Marks)**

Laws of thermodynamics and their applications, Heat Transfer by Conduction, Convection & Radiation, Basics of Internal Combustion Engine, Manufacturing Processes like Casting, Machining, forging Plastic deformation and metal forming, Gas & Arc Welding.

iii. **Section C – Basic Civil Engineering (30 Marks)**

Basic Engineering materials like Cement, Timber, Iron & steel, Concrete; Concepts of stress & strain, Elasticity, Young's Modulus, Simple bending & shear, friction, Equilibrium of forces; Fluid Properties like Pressure, viscosity, Surface tension; Properties of soils & types of foundations; RCC and Steel Structures; Classification of surveys & Survey instrument; Construction, Planning and Management techniques.

***Computer Stream:***

- i. **Section A – Fundamental of Computers (35 Marks)**  
Organization and building blocks of Computers, input & output devices, Basic Operating systems, Concept of High level, assembly level and low-level programming languages, Binary arithmetic: fixed point and floating point, Binary Internet fundamentals, Computer viruses, MS Office.
- ii. **Section B – Coding Test (Languages: C++/JAVA/Python) (35 Marks)**  
C++, C, Linux, DBMS, PHP, Java, .Net, Cloud Computing, Data Structure, HTML, Javascript, Python, Database, Networks etc.
- iii. **Section C – Networking & Database Management (30 Marks)**  
Networking - OSI and TCP/IP, LAN technologies, Flow and error control techniques, Routing algorithms, Congestion control, Basics of Transport layer, Data Link layer, Network layer, IP(v4), IP(v6), Application layer protocols, (ICMP, DNS, SMTP, POP, FTP, HTTP, HTTPS), Basic concepts of hubs, switches, gateways and routers, Wireless technologies, Network security -basic concepts of public key and private key cryptography, digital signature, firewalls. Database Management – DBMS, RDBMS,ER-model, Relational Model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Structure Query languages(SQL), File structures (sequential files, indexing, B and B+ trees), Transactions and concurrency Control No SQL Databases

\*\*\*\*\*

## Laboratory Attendant

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Laboratory Attendant (Group C), Pay Level – 1.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) &EWS and 35% for other category.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	15	15	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Hindi	20	20			
D	Numerical Aptitude	20	20			
E	General Intelligence & Reasoning	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			



2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>					
A	Chemistry	<b>Section A –</b> 4 Questions x 5 marks = 20 marks <b>Section B –</b> 1 Questions x 10 marks = 10 marks Total = <b>30 marks</b>	1.5 Hours	As per Government of India's Rules	1.50% for UR 2.45% for OBC (NC) & EWS and 3.35% for others
B	Physics	<b>Section A –</b> 4 Questions x 5 marks = 20 marks <b>Section B –</b> 2 Questions x 10 marks = 20 marks Total = <b>40 marks</b>			
C	Biology	<b>Section A –</b> 4 Questions x 5 marks = 20 marks <b>Section B –</b> 1 Questions x 10 marks = 10 marks Total = <b>30 marks</b>			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (15 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 B – General English (20 Marks)**

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

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

iii. **Section C – General Hindi (20 Marks)**

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे –

7. पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
8. वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
9. वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
10. मुहावरे / लोकोक्तियों पर आधारित प्रश्न
11. अनेकार्थ शब्द पर आधारित प्रश्न
12. वर्तनी की त्रुटि

iv. **Section D – Numerical Aptitude (20 Marks)**

This paper will include questions on problems relating to Number Systems, Computation of Whole Number, 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.

v. **Section E – General Intelligence & Reasoning (15 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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

**Science Stream:**

i. **Section A – Chemistry (30 Marks)**

Atoms, Molecules and Chemical Arithmetic, Atomic Structure, Radioactivity and Nuclear Chemistry, The Periodic Table and Chemical Families, Chemical Bonding and Molecular Structure, Coordination Compounds, Solid State, Liquid State, Gaseous State

ii. **Section B – Physics (40 Marks)**

Introduction to Physics, The Universe: Stars, Sun, Asteroids: In a nutshell, The Solar System and Satellites, Resistance of a Conductor, Refraction of Light, Reflection of light from Spherical Mirrors, Reflection of Light, Refraction of light by Spherical Lenses, Refraction of light through a glass prism, The Human Eye and its defects, Thermal Expansion of Solids, Liquids and Gases, Mechanical Properties of Fluids, Sound: Doppler Effect and Echo, Magnetic effects of Electric Current, Waves, The Kinetic Theory of Matter, The Four Fundamental Forces, Special and General Theories of Relativity, Radioactivity, Nuclear Fission and Fusion, Motion and Mechanics, Heat and work, Electromagnetism, Electric Current, Atomic Theories.

iii. **Section C – Biology (30 Marks)**

Genetics, Economic importance of plants, Morphology of angiosperms, Digestion, respiration, excretion in humans, Plant and Animal Anatomy, Environmental Studies, Common Characteristics of Fungi, Algae, Lichen, Bryophytes, Reproductive system in humans and human disease, Human nervous system, Circulatory and endocrine system of humans, Classification of animal kingdoms.

\*\*\*\*\*

### **Attendant (Hostel)**

#### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Hostel Attendant (Group C), Pay Level – 1.**

##### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) &EWS and 35% for other category.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section A of the descriptive type written test.
  - c) Date of birth i.e. the candidate older in age gets preference.
  - d) By referring to the alphabetical order of the names taking first name into consideration

##### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	15	15	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Hindi	20	20			
D	Numerical Aptitude	20	20			
E	General Intelligence & Reasoning	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Knowledge of functioning and maintenance of Hostel / Mess/Canteen etc.	10 Questions x 5 marks = 50 marks			
B	Letter and Essay writing	2 Questions x 25 marks = 50 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (15 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 B – General English (20 Marks)**

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

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

iii. **Section C – General Hindi (20 Marks)**

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे –

1. पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
2. वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
3. वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
4. मुहावरे / लोकोक्तियों पर आधारित प्रश्न
5. अनेकार्थ शब्द पर आधारित प्रश्न
6. वर्तनी की त्रुटि

iv. **Section D – Numerical Aptitude (20 Marks)**

This paper will include questions on problems relating to Number Systems, Computation of Whole Number, 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.

v. **Section E – General Intelligence & Reasoning (15 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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

- i. **Section A (50 Marks)**  
Knowledge of functioning and maintenance of Hostel/Mess/Canteen etc.
- ii. **Section B (50 Marks)**  
Letter and Essay writing in Hindi and English language.

\*\*\*\*\*

## **Upper Division Clerk (UDC)**

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Upper Division Clerk (Group C), Pay Level – 4.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
  - C) Skill Test (i. Typing & ii. Computer Proficiency Test)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
- IV. 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 and Computer Proficiency Test). The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01 Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	Subject Knowledge	30	30	1.5 Hours	As per Government of India's Rules	1.40% for UR 2.35% for OBC (NC) & EWS and 3.30% for others
B	General English	15	15			
C	General Knowledge & Current Affairs	15	15			
D	General Intelligence & Reasoning	15	15			
E	Quantitative Aptitude	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper-II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1.50% for UR 2.45% for OBC (NC) & EWS and 3.35% for others
A	General English – Précis, letter writing, noting, drafting and applied English grammar	6 Questions x 5 marks = 30 marks			
B	Office Procedure, Service Rules, and University Administration	4 Questions x 10 marks = 40 marks			
C	GFR, Financial Regulations and Administration including book-keeping	3 Questions x 10 marks = 30 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – Subject Knowledge (30 Marks)**

Office Procedure, Service Rules, Financial Regulations, University Administration and Financial Administration including book-keeping.

ii. **Section B – General English (15 Marks)**

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.

iii. **Section C – General Knowledge & Current Affairs (15 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.

iv. **Section D – General Intelligence & Reasoning (15 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.

v. **Section E – Quantitative Aptitude (15 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.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

i. **Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

**Office Procedure:** Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

**Service Rules:** Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitisation Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

**University Administration:** This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

iii. **Section C – Financial Regulations (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

**C. Skill Test (Typing & Computer Proficiency Test):**

- The University will hold typing & Computer Proficiency Test.
- Typing Speed in English shall be @ 35 w.p.m. OR speed in Hindi @ 30 w.p.m.
- The Computer Proficiency Test comprising of three modules: (i) Word Processing, (ii) Excel & (iii) Power Point presentation.
- Duration of each module will be 15 minutes. These modules will be conducted one after the other.
- Module-I will comprise preparation of a letter/notice/office order, etc. as per the exercise given in the test.
- Module-II will comprise preparation of spreadsheet as per the exercise given in the test.
- Module-III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- The CPT will be conducted in the manner decided by the University for the purpose. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- No exemption from CPT is allowed for any category of PwD candidates. PwD candidates who are eligible for scribes will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.

\* The procedure for evaluation of typing tests is given in Appendix – 'B'.

\*\*\*\*\*



## Lower Division Clerk (LDC)

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Lower Division Clerk (Group C), Pay Level – 2.**

1. **General Descriptions:**
  - I. The selection process shall consist of following Papers:
    - A) Objective Type Test (Paper – I)
    - B) Descriptive Type Test (Paper – II)
    - C) Skill Test (i. Typing & ii. Computer Proficiency Test)
  - 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
  - IV. 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 and Computer Proficiency Test). The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
  - V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
  - VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
  - VII. Medium – English and Hindi (Except English Paper).
  - VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
    - a) By referring to the marks in Section B of the descriptive type written test.
    - b) By referring to the marks in Section C of the descriptive type written test.
    - c) By referring to the marks in Section A of the descriptive type written test.
    - d) Date of birth i.e. the candidate older in age gets preference.
    - e) By referring to the alphabetical order of the names taking first name into consideration

2. **Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01 Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	Subject Knowledge	30	30	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	15	15			
C	General Knowledge & Current Affairs	15	15			
D	General Intelligence & Reasoning	15	15			
E	Quantitative Aptitude	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1.50% for UR 2.45% for OBC (NC) & EWS and 3.35% for others
A	General English – Précis, letter writing, noting, drafting and applied English grammar	6 Questions x 5 marks = 30 marks			
B	Office Procedure, Service Rules, and University Administration	4 Questions x 10 marks = 40 marks			
C	GFR, Financial Regulations and Financial Administration including book-keeping	3 Questions x 10 marks = 30 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – Subject Knowledge (30 Marks)**

Office Procedure, Service Rules, Financial Regulations, University Administration and Financial Administration including book-keeping.

ii. **Section B – General English (15 Marks)**

Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spelling/Detecting Miss pelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage.

iii. **Section C – General Knowledge & Current Affairs (15 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.

iv. **Section D – General Intelligence & Reasoning (15 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.

v. **Section E – Quantitative Aptitude (15 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.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

i. **Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

**Office Procedure:** Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

**Service Rules:** Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitisation Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

**University Administration:** This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

iii. **Section C – Financial Regulations (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

**C. Skill Test (Typing & Computer Proficiency Test):**

- a. The University will hold typing & Computer Proficiency Test.
- b. Typing Speed in English shall be @ 35 w.p.m. OR speed in Hindi @ 30 w.p.m.
- c. The Computer Proficiency Test comprising of three modules: (i) Word Processing, (ii) Excel & (iii) Power Point presentation.
- d. Duration of each module will be 15 minutes. These modules will be conducted one after the other.
- e. Module-I will comprise preparation of a letter/notice/office order, etc. as per the exercise given in the test.
- f. Module-II will comprise preparation of spreadsheet as per the exercise given in the test.
- g. Module-III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- h. The CPT will be conducted in the manner decided by the University for the purpose. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- i. No exemption from CPT is allowed for any category of PwD candidates. PwD candidates who are eligible for scribes will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.

\* The procedure for evaluation of typing tests is given in Appendix – 'B'.

\*\*\*\*\*

## Library Assistant

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Library Assistant (Group C), Pay Level – 3.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
  - C) Skill Test (i. Typing & ii. Computer Proficiency Test)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
- IV. 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 and Computer Proficiency Test). The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	20	20	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Hindi	20	20			
D	Numerical Aptitude	15	15			
E	General Intelligence & Reasoning	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

**2.2. The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Library Management	7 Questions x 5 marks = 35 marks	1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for othe
B	Classification and Cataloguing	5 Questions x 7 marks = 35 marks			
C	ICT	3 Questions x 10 marks = 30 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

**i. Section A – General Knowledge (20 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 B – General English (20 Marks)**

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.

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

**iii. Section C – General Hindi (20 Marks)**

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे –

1. पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
2. वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
3. वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
4. मुहावरे / लोकोक्तियों पर आधारित प्रश्न
5. अनेकार्थ शब्द पर आधारित प्रश्न
6. वर्तनी की त्रुटि

**iv. Section D – Numerical Aptitude (15 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.

**v. Section E – General Intelligence & Reasoning (15 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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

**i. Section A – Library Management (35 Marks)**

Collection development – Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

**ii. Section B – Classification and Cataloguing (35 Marks)**

**Library Classification Theory and Practice:** Canons and Principles, Library Classification Schemes – DDC, CC, UDC;

**Library Cataloguing Theory and Practice:** Canons and Principles; Library Cataloguing Codes – CCC and AACR;

**Reference and Information Sources:** Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E-Documents, E-Books, E-Journals, etc.;

**iii. Section C – ICT (30 Marks)**

**Information Services:** Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services – CAS, SDI;

**Information Technology:** Basics Introduction to Computers; Use of computers in Library housekeeping, Library Automation; Software and software packages; Networks – DELNET, NICNET, etc.; National and International Information Systems – NISSAT, NASSDOC, INSDOC, DESIDOC, etc.

**C. Skill Test (Typing & Computer Proficiency Test):**

- a. The University will hold typing & Computer Proficiency Test.
- b. Typing Speed in English shall be @ 35 w.p.m. OR speed in Hindi @ 30 w.p.m.
- c. The Computer Proficiency Test comprising of three modules: (i) Word Processing, (ii) Excel & (iii) Power Point presentation.
- d. Duration of each module will be 15 minutes. These modules will be conducted one after the other.
- e. Module-I will comprise preparation of a letter/notice/office order, etc. as per the exercise given in the test.
- f. Module-II will comprise preparation of spreadsheet as per the exercise given in the test.
- g. Module-III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- h. The CPT will be conducted in the manner decided by the University for the purpose. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- i. No exemption from CPT is allowed for any category of PwD candidates. PwD candidates who are eligible for scribes will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.

\* The procedure for evaluation of typing tests is given in Appendix – 'B'.

\*\*\*\*\*

## **Library Attendant**

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Library Attendant (Group C), Pay Level – 1.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for other category.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section A of the descriptive type written test.
  - c) Date of birth i.e. the candidate older in age gets preference.
  - d) By referring to the alphabetical order of the names taking first name into consideration

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	20	20	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Hindi	20	20			
D	Numerical Aptitude	15	15			
E	General Intelligence & Reasoning	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Knowledge and application of Library and Information Science	5 Questions x 12 marks = 60 marks			
B	Letter and Essay writing	2 Questions x 20 marks = 40 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (20 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 B – General English (20 Marks)**

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

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

iii. **Section C – General Hindi (20 Marks)**

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे –

1. पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
2. वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
3. वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
4. मुहावरे / लोकोक्तियों पर आधारित प्रश्न
5. अनेकार्थ शब्द पर आधारित प्रश्न
6. वर्तनी की त्रुटि

iv. **Section D – Numerical Aptitude (15 Marks)**

This paper will include questions on problems relating to Number Systems, Computation of Whole Number, 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.

v. **Section E – General Intelligence & Reasoning (15 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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

**i. Section A – Knowledge and application of Library and Information Science (60 Marks)**

1. Types of Libraries and their Features
2. Classification; concept, purpose and species
3. Library Catalogue; Definition and purpose
4. Principles of Book Selection
5. Selection Tool; Print and Non
6. Serials/ Journals; Selection and procurement
7. Weeding
8. University Library Management

**ii. Section B – Letter and Essay writing (40 Marks)**

Letter and Essay writing in Hindi and English language.

\*\*\*\*\*

## Security Inspector

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Security Inspector (Group C), Pay Level – 5.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for other category.
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Paper – I.
  - b) Date of birth i.e. the candidate older in age gets preference.
  - c) By referring to the alphabetical order of the names taking first name into consideration.

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	20	20	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Hindi	20	20			
D	Numerical Aptitude	15	15			
E	General Intelligence & Reasoning	15	15			
	<b>Total</b>	<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1.50% for UR 2.45% for OBC (NC) & EWS and 3.35% for others
A	Knowledge of Disaster Management, Security Regulations, Firefighting, etc.	<b>Short Answer questions –</b> 10 Questions x 5 marks = 50 marks <b>Long Answer questions –</b> 5 Questions x 10 marks = 50 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (20 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 B – General English (20 Marks)**

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

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

iii. **Section C – General Hindi (20 Marks)**

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे –

1. पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
2. वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
3. वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
4. मुहावरे / लोकोक्तियों पर आधारित प्रश्न
5. अनेकार्थ शब्द पर आधारित प्रश्न
6. वर्तनी की त्रुटि

iv. **Section D – Numerical Aptitude (15 Marks)**

This paper will include questions on problems relating to Number Systems, Computation of Whole Number, 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.

V. **Section E – General Intelligence & Reasoning (15 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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

B. **Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

Knowledge of disaster management techniques, Handling of fire-fighting devices and installation of fire extinguishers, Proper handling of licensed weapons-training and management of security personnel deployed for University security. Decorum and discipline of security staff – protocol norms for Independence Day and Republic Day celebrations, Security check points and strategies for full proof entry and exit system, Smooth transportation / movement within the campus-Adminstrating over all discipline in the campus, other areas relevant to the post.

\*\*\*\*\*

## Driver

### **Selection Criteria and Scheme of Examination for the direct recruitment for the post of Driver (Group C), Pay Level – 1.**

#### **1. General Descriptions:**

- I. The selection process shall consist of following Papers:
  - A) Objective Type Test (Paper – I)
  - B) Descriptive Type Test (Paper – II)
  - C) Skill Test
- 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 others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) &EWS and 35%for other category) shall be called for the Skill test.
- IV. The skill test is qualifying in nature. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section A of the descriptive type written test.
  - c) Date of birth i.e. the candidate older in age gets preference.
  - d) By referring to the alphabetical order of the names taking first name into consideration.

#### **2. Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper – I (Objective type test) of 90 marks and Paper – II (Descriptive type test) of 100 marks.

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

Section	Paper	No. of questions (01Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 90 marks
A	General Knowledge	20	20	1.5 Hours	As per Government of India's Rules	1. 40% for UR 2. 35% for OBC (NC) & EWS and 3. 30% for others
B	General English	20	20			
C	General Hindi	20	20			
D	Numerical Aptitude	15	15			
E	General Intelligence & Reasoning	15	15			
<b>Total</b>		<b>90</b>	<b>90</b>			

2.2. **The Scheme of Examination for Paper–II (Descriptive type test) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
<b>Science Stream</b>			1.5 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
A	Knowledge of Motor Driving, Motor Mechanics and Traffic Rules & Regulations	5 Questions x 10 marks = 50 marks			
B	Letter and Essay writing	2 Questions x 25 marks = 50 marks			
<b>Total</b>		<b>100</b>			

**A. Indicative Syllabus of Paper – I (Objective Type Test): 90 Marks**

i. **Section A – General Knowledge (20 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 B – General English (20 Marks)**

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.

1. Use of Prepositions
2. One Word Substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g. Noun to Adjective and the like
7. Question based on Comprehension of a given passage in English.
8. Synonyms and Antonyms.

iii. **Section C – General Hindi (20 Marks)**

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे –

1. पर्यायवाची/विलोम शब्द पर आधारित प्रश्न
2. वाक्यांश के लिए एक शब्द पर आधारित प्रश्न
3. वाक्य – अशुद्धि संशोधन पर आधारित प्रश्न
4. मुहावरे / लोकोक्तियों पर आधारित प्रश्न
5. अनेकार्थ शब्द पर आधारित प्रश्न
6. वर्तनी की त्रुटि

iv. **Section D – Numerical Aptitude (15 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.

v. **Section E – General Intelligence & Reasoning (15 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.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

**B. Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks**

i. **Section A – Motor driving, Motor mechanics and Traffic Rules & Regulations (50 Marks)**

This paper will assess the candidate's knowledge with regard to:

- a. Basic maintenance of the vehicle (servicing, emergency handling techniques, tools and documents required with the vehicle etc.)
- b. Various Sections of the Motor Vehicles Act, 1939 amended from time to time
- c. Licensing of Drivers of Motor Vehicles
- d. Rules / Registration of Motor Vehicles
- e. Control of Transport Vehicles
- f. Control of Traffic
- g. Insurance of Motor Vehicles
- h. Offence, Penalties and Procedure
- i. Mandatory Traffic signs
- j. Accident Claims
- k. Accident Claims Tribunals
- l. Duties of drivers
- m. Fuel efficiency and fuel economy

ii. **Section B – (50 Marks)**

Letter and Essay writing in Hindi and English language.

**C. Skill Test:**

This test will assess the candidates' driving skills and test his/her knowledge of motor driving, motor mechanics and traffic rules & regulations.

\*\*\*\*\*

**EVALUATION OF STENOGRAPHY TEST (ENGLISH / HINDI)****NATURE OF MISTAKES**

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:
  - a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual of words omitted.
  - b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words / figure dictated which have been replaced / submitted by other words(s) / figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
  - c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.
2. **HALF MISTAKES:** The following are treated as half mistakes:
  - a) Wrong spelling, including transcription of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
  - b) Using singular or plural noun and vice versa.
  - c) Use of small letter at the beginning of the sentence.

**NOTE**

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt / written in more than one form. All the spellings / forms of words will be acceptable and not counted as error. For example the word 'Honourable' is written as Hon'ble, Hon., hounourable and hon. – all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.
- e) Method of calculation of mistakes in Stenography Skill Test: -

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

The University has fixed the category wise cut-off on percentage of errors / mistakes allowed in Stenography Skill Test (English / Hindi) in the following manner:

	<b>EWS</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>UR</b>	<b>VH</b>	<b>Other-PwD</b>
<b>Cut-off(% of mistakes)</b>	7%	7%	7%	7%	5%	7%	7%

\*\*\*\*\*



**EVALUATION OF TYPE (ENGLISH/HINDI)****NATURE OF MISTAKES**

A. **Full Mistakes:** The following errors are treated as full mistakes:--

- For every omission of word/ figure.
- For every substitution of a wrong word/figure.
- For every addition of a word /figure not found in the passage.

B. **Half Mistakes:** The following errors are treated as half mistakes:--

- (i) **Spacing Errors:** Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letter e.g. hope I have, 'I hxxave'.
- (ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word 'spelling' typed as 'seeplings' etc.
- (iii) **Wrong Capitalization:** Wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).

C. **Evaluation Procedure:**

The following parameters and formulae shall be used to calculate the speed and accuracy of the typing test conducted, wherever applicable.

- i. **Gross Words:** This is the total number of words typed by the Candidate: it includes both correct and incorrect words.  
  
Gross Words is calculated as: typed words.
- ii. **Gross Words per min (GWPM):** The Total number of words typed in one minute.  
  
GWPM is calculated as: Gross Words/Time taken in minutes
- iii. **Net Words:** The number of correct words typed.  
Net Words is calculated as: Correct Words
- iv. **Net Words per min (NWPM) =** Net Words / Time taken in minutes
- v. **Accuracy:** The number of correct words entered.  
Accuracy of content is calculated as:  $NWPM \times 100 / GWPM$

**Sample Illustration of above formula are as follows:**

Candidate A typed total 350 words out of which 342 are correct and 08 are incorrect in a duration of 10 minutes. Hence,

Total Typed Words = 350

Correct Words = 342

Incorrect Words = 8

Gross Words per Minute (GWPM) =  $350/10 = 35$  words per minute

Net words per Minute (NWPM) =  $342/10 = \mathbf{34.2 \text{ words per minute}}$

Accuracy =  $34.2 \times 100 / 35 = \mathbf{97.72\%}$

- \* The University has fixed the category wise cut-off on percentage of errors / mistakes allowed in Typing Skill Test (English / Hindi) in the following manner:

	EWS	SC	ST	OBC	UR	VH	Other-PwD
<b>Cut-off (% of mistakes)</b>	7%	7%	7%	7%	5%	7%	7%

Mistakes to the extent of aforesaid percentage of the total words typed will be ignored and thereafter for every full or half mistake, corresponding number of words will be deducted from the total words typed for arriving at the final speed.

- \* For the Physically handicapped persons, these instructions provide from exemptions as per the O.M. of DoPT, Ministry of Personnel, Public Grievances and Pensions, Govt. of India dated 22<sup>nd</sup> April, 2015 as under: -

***Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.***

***The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing.***

**NOTE:** Any corrections made by pen or pencil in the printed paper of typed passage are ignored and no credit is given to such corrections.

\*\*\*\*\*