

CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)

NEW DELHI – 110 058

Selection Criteria and Scheme of Examination for the post of **ASSISTANT**

1. General

- 1.1 The selection to the post of Assistant shall be through a process of Computer Based Test (CBT) & Written test, followed by Skill Test in Typing on Computer.
- 1.2 The examination will consist of two papers –
Paper-1-CBT (Objective- MCQ) and Paper-2 (Descriptive), each Paper for 100 Marks.
- 1.3 For Paper 1(Objective-MCQ), there will be 100 questions carrying 01 mark each.
- 1.4 The Time for Computer Based Test of Paper-1 (Objective-MCQ) is of 60 minutes.
- 1.5 The Time allotted for Paper-2 (Descriptive) is of 2 hours.
- 1.6 To qualify the examination, the candidate must secure at least 40% of marks in each paper. Only those candidates who obtain qualifying marks in the objective CBT Paper and in Descriptive paper, shall be eligible for appearing in the Skill Test in Typing on Computer.
- 1.7 The Skill Test in typing on computer will be qualifying in nature, but merit list for selection will be drawn on the basis of combined marks secured in the Objective-CBT Paper and the Descriptive-written Paper. Only those candidates who qualify skill test will be considered for inclusion in the merit list.
- 1.8 There is no negative marking for any wrong answer in CBT examination (Paper-1).
- 1.9 In Paper -1 (Objective-MCQ), the questions in Section-A will be in concerned language and for Section-B and Section-C, the questions will be in bilingual (Hindi & English).
- 1.10 The answer script in Paper-2 (Descriptive) should be written either in English or Hindi i.e. only in one language, except wherever it is specified to do so, otherwise the paper will not be evaluated and score will not be awarded.
- 1.11 Merit shall be decided based on combined marks secured in Objective and Descriptive Papers subject to fulfilment of conditions as mentioned herein above.
- 1.12 In the event of tie in scores in the total marks in written test (both Objective & Descriptive), the following factors will be taken in order of preference in deciding the merit:
 - (a) Higher Score in the 2nd Paper of the candidate
 - (b) Percentage of marks in the Graduation, which is the minimum qualification to apply for the post,
 - (c) Age factor comes in scene (elder candidate will be given preference).

2. SCHEME OF PAPER -1 (CBT) & PAPER -2 (WRITTEN TEST) AND DETAILED SYLLABUS:

(A) Scheme of Paper-1(CBT) (Objective-MCQ)

Section	Subject	No. of Questions	No. of Marks	Total
Section – A	Usage of English language	10	10	20
	Usage of Hindi language	10	10	
Section – B	Quantitative aptitude	10	10	40
	Reasoning ability	10	10	
	Computer knowledge	10	10	
	Indian Knowledge and Sanskrit literature	10	10	
Section – C	Knowledge of Higher Education Institutions in India	20	20	40
	General Administration and Finance	20	20	
	Total	100	100	100

(B) Syllabus of Paper-1(CBT) (Objective-MCQ) :

Section – A

(i) Usage of English language

- Cloze Test
- Comprehension Test

(ii) Usage of Hindi language

- Cloze Test
- Comprehension Test

Section – B

(i) Quantitative Aptitude

- Number System
- Square & Cube Roots
- Average
- Ratio & Proportion
- Percentage
- Profit & Loss
- Partnership
- Interest
- Time & Work
- Speed, Time & Distance

(ii) Reasoning Ability

- Analogy
- Classification
- Series
- Coding & Decoding
- Alphabet & Number Test
- Logical Arrangement of Words
- Inserting the Missing
- Mathematical Operations
- Direction & Distance
- Clock & Calendar

(iii) Computer Knowledge

- Computer Basics
- Hardware & Software
- Operating Systems
- Networking
- Internet Applications
- Database
- MS-Office
- Programming Languages
- Social & Multimedia
- Shortcut Keys

(iv) Indian Knowledge and Sanskrit literature

- General Science
- Indian History
- Indian Geography
- Indian Polity
- Indian Economy
- Indian Culture
- Indian Knowledge Systems
- Sanskrit literature

Section – C

(i) Knowledge of Higher Education Institutions in India

- MHRD
- UGC
- NAAC
- NCTE
- NIRF
- NCERT
- AICTE
- DEB
- Central Universities
- Sanskrit Universities

(ii) General Administration and Finance

- Office Procedure
- Service Rules
- e-Office Procedure
- Establishment
- Administration
- CCS CCA Rules
- Budget Formulation
- Government Accounts
- Works
- Procurement of Goods & Services

3. Scheme of Paper -2 (Written test) and detailed syllabus:

Section	Subject	No. of questions (Either/Or option)	Marks
Section-A	Noting	1	10
	Drafting	1	10
	Precis Writing	1	10
	Letter Writing	1	10
	Translation (English-Hindi)/(Hindi-English)	1	10
	Total	5	50
Section-B	MoE, UGC, NAAC, DEB NCTE, NIRF, NCERT, AICTE, IGNOU, Central Universities, Sanskrit Universities	1	10
	General Administration & Establishment	2	20
	General Financial Rules	2	20
	Total	5	50

- 4. Skill Test/Computer Typing Test Syllabus Pattern:**
Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or bilingual on Computer.
- 5. The General Instructions are as under :-**
- (a) Candidates are directed to attend 1 hour before to the venue i.e. examination centre.
 - (b) Candidates are not permitted to bring any electronic gadgets/mobile phones.
 - (c) If any candidate is found to possess any electronic gadgets any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
 - (d) No TA/DA will be paid to the candidates for attending the examination.
 - (e) Any other necessary instructions will be given in Hall ticket/Admit card.