**Appendix**

**CENTRAL SANSKRIT UNIVERSITY, DELHI**
**(Established by an Act of Parliament)**
**56-57, Institutional Area, Janakpuri,**
**New Delhi-110058**
**Website: www.sanskrit.nic.in**

# SCHEME OF EXAMINATION INCLUDING SYLLABUS

**FOR**

# NON-TEACHING POSTS

# 2025

## IMPORTANT INSTRUCTIONS FOR ALL POSTS

1. Candidates must fill-up the particulars and mark responses in the OMR sheet in his/her own handwriting. (except for VH)
2. Candidates must write the answers in their own handwriting in case of descriptive type test. (except for VH).
3. Candidates are not permitted to bring any electronic gadgets/mobile phones, smart glass, smart watch gadgets except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
4. If any candidate is found to possess any electronic gadgets such as mobile phones or any other means of communication or AI tools in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the CSU's examination. Use of helping tools such as google translator, AI tools or other such software will be strictly prohibited, during the exam.
5. Questions of the language skill will be in the concerned language only. Translation of the questions/bilingual version of the question will not be provided.
6. The candidates must indicate / write the answer either in Hindi or in English., as applicable/required. If answers are indicated / written partly in Hindi and partly in English and vice versa, the Answer sheet will not be evaluated. For answering the question either Hindi (Devnagari font) or English (Roman font), as applicable, should be used. Use of Roman font for Hindi and otherwise will not be permitted, and such answer sheets will not be evaluated.
7. Extra Time for benchmark disability candidates will be provided as per the Govt. of India rule.
8. Candidates must follow the instructions given on the website / during examination in the examination hall and as mentioned in the Admit Card / Question Paper.
9. The written test (Objective) may be conducted either OMR based or CBT based as per the instructions to be notified at the time of the examination.
10. There shall be negative marks @ of ¼ for each incorrect answer in the objective type test.

11. The marks obtained will not be rounded of in the next integer and total score upto two decimal points will be counted in deciding merit.
12. The examination scheme of the post may have two/three/four stages i.e. Written Test (Objective), Written Test (Descriptive), Skill Test and Interview as applicable in the scheme of examination of concerned post.
13. Relaxation in the qualifying marks/age in case of reserved category posts is applicable as per the Government of India Rules.
14. In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
15. The question papers will be set on the basis of level of posts, qualification and experience, special requirement of the institution, domain knowledge and other general aspects expected from the candidates, time given for answering the paper.
16. The candidates may go thoroughly through the advertisement for the required qualification, experience and their eligibility for the same. Candidates alone will be responsible for the information given in the application and any errors therein.
17. Document verification and provisional eligibility of the candidates: - whereas hall tickets will be issued and written test conducted on the basis of provisional eligibility of the candidate based on information provided in the application; this may not be considered/claimed as proven eligibility of the candidate. Eligibility will be ascertained only through process of document verification before the interview/skill test, as the case may be. Wherever interviews/skill test are not there, document verification will be done before declaration of the merit list.

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# ASSISTANT REGISTRAR

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Assistant Registrar shall be through a process of written Test followed by Interview.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 The selection criteria of the post will have following three stages: -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type – Paper-I) | 100 | 90 minutes | 30% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type – Paper-II) | 100 | 90 minutes | 50% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test are evaluated. |
| 3. | Interview | 100 | --- | 20% | Only candidates qualified in the Descriptive Type Test (Paper-II) above are called for interview at 1:15 maximum |
| | Total | 300 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test as well as interview. |

1.5 Merit shall be decided based on the respective weightage of the marks in Objective test, Descriptive test and Interview, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:

(a) Marks obtained in interview.
(b) Marks obtained in the descriptive test.
(c) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Knowledge of Governance of Higher Education Institutions and General Awareness | 40 | 40 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Quantitative Aptitude | 20 | 20 | | |
| C | General intelligence & Reasoning | 20 | 20 | | |
| D | Language Skills (Hindi & English) | 20 | 20 | | |
| | Total | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**2.1.1 Section (A): - Knowledge of Governance of Higher Education Institutions and General Awareness: -**

**Knowledge of Governance of Higher Education Institutions: -**

Section on Governance of Higher Educational Institutions would include areas concerning Rules and Policies, functioning, funding and financing of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes and Ordinances, Delegation of Financial Powers of the Central Sanskrit University, Delhi and NEP-2020, RTI, Internal Complaint Committee, Pension Schemes, General Financial Rules (GFR), Rajbhasha provisions, CCS (CCA) Rules & Government e-Marketplace (GeM).

**General Awareness**: -

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Prampara (Indian knowledge systems), Educational systems, Geography, Economic scene, Indian Polity including Indian Constitution etc.

**2.1.2 Section (B): - Quantitative Aptitude: -**

Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture, Time and distance, Time and work.

**2.1.3 Section (C): - General intelligence & Reasoning: -**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

**2.1.4 Section (D): - Language Skills (Hindi & English): -**

Idioms and Phrases, one-word Substitution, Sentence Correction, Error Spotting, fill in the Blanks, Spellings Correction, Reading Comprehension, Synonyms-Antonyms, Active Passive, Sentence Rearrangement, Sentence Improvement, Cloze test.

## 2.2 Descriptive Test

**a) Basic knowledge of the Constitution of India and Indian Polity:**

Basic knowledge of the Constitution of India and Indian Polity, Indian Constitution:

- Evolution, Features, Amendments, Significant provisions, Basic structure, Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these
- Structure, organization, and functioning of the Executive and the Judiciary, Ministries and Departments of the Government
- Salient features of the Acts pertaining to Reservation and Transparency
- Appointment to various Constitutional posts, powers, functions, and responsibilities of various Constitutional Bodies, Statutory, regulatory, and various quasi-judicial bodies.

**b) Educational Administration and Management:**

The questions will be designed to test the candidate's knowledge and awareness on:

- Higher Education System in India, its Regulatory Bodies and recent developments in the field.
- Financial Administration in Higher Educational Institutions including budget formulation and execution of budget, Basic Income Tax and GST Rules, Basic Accounting Principles.
- Application of Information Communication Technology (ICT) and other modern technologies in the Higher Education system.

**c) Functional aspects of working of Government Bodies and Institutions**

The questions will be designed to test the candidate's knowledge and awareness of:

- General Financial Rules
- Procurement through GEM
- Pension and Grievance handling, etc.
- CCS & CCA Rules

**d) Drafting, Letter writing, Precis writing, Essay writing and Forms of Communication.**

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# SECTION OFFICER

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the candidate shall be through a process of written Test followed by skill test & Interview.

1.2 The written test will be in two parts, Objective test and D0escriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.
Descriptive Test answer sheet will be evaluated only of those candidates who qualify the Objective Test with minimum marks as mentioned in the examination scheme.

1.4 The selection criteria of the post will have following four stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 40% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 40% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test will be evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying marks in the skill test is 25 marks (50%). This is only a qualifying test. |
| 4. | Interview | 100 | --- | 20% | Only candidates qualified in all the above will be called for interview in the maximum ratio of 1:15 |
| | Total | | | 100% | |

1.5 Merit shall be decided based on the respective weightage of the marks in Objective test, Descriptive test and Interview, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:

(a) Marks obtained in interview.
(b) Marks obtained in the descriptive test.
(c) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test as shown below:-

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Higher Education Institution Administration, Finance and Accounts | 40 | 40 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language Skills (Hindi and English) | 15 | 15 | | |
| C | Quantitative Aptitude | 15 | 15 | | |
| D | General Awareness | 15 | 15 | | |
| E | General intelligence & Reasoning | 15 | 15 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A):- Higher Education Institution Administration, Finance and Accounts: -

FR/SRs, LTC, Leave Rules, Conduct Rules, CCS(CCA) Rules, General Office Procedure, GFR, Delegation of Financial Power Rules of Central Government, Basic Principles of Accounting and Finance, Medical Rules, Pay and Pension Rules, Purchase and Budgeting, University Acts, Statutes, Ordinances and Regulations, UGC Rules & Regulations related to Central University, Governance: Executive Council, Academic Council, Finance Committee, Office management–hierarchy, Establishment & Service-Related Matters in University, NEP-2020, RTI Act, ICC(POSH Act), Reservation Rules in Central Govt. Institutions.

### 2.1.2 Section (B):- Language Skills (Hindi and English):

The questions will be in English and Hindi based on the following topics:-
Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Close Passage, Comprehension Passage.

### 2.1.3 Section (C):- Quantitative Aptitude:

Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture, Time and distance, Time and work.

### 2.1.4 Section (D):- General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person on Indian History, educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

The test will also include questions relating to Indian Philosophy & Culture, Sanskrit language and Literature, Shastras, Bhartiya Gyan Prampara (Indian knowledge systems), etc.

### 2.1.5 Section (E) :-General Intelligence & Reasoning

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

## 2.2 Descriptive Test

Noting and Drafting, Agenda & minutes preparation, Circulars, Orders, Notifications, Precis Writing, Letter Writing, Forms of Communications.

General Administration, Higher Educational/University Systems and Procedures, Service Matters and Personal Administration, Service Books, Student Affairs, Reservations and Concessions, The Right to Information Act, Internal Complaint Committee, FR/SR, Leave Rules, LTC, Conduct Rules, CCS(CCA) Rules, Seniority and promotion.

General Financial Rules (GFR), Budget preparation & Financial Controls in University System, Accounting principles & book-keeping basics, Internal audit, CAG audits in HEIs, Procurement rules, GeM, tendering process, PFMS, TA/DA, LTC, Medical reimbursement rules, Payroll, Pay Fixation, Pension, and service benefits processing, Taxation & Income Tax Rules.

# 3 Skill Test

3.1 Noting and Drafting (30 marks): Preparation of the proposals for approval, office order/finance note etc.

3.2 Computer Proficiency & IT Skills (20 marks): MS office, Excel, MS-Word, PPT, e-Office operation/Office automation related software, Accounting Software.

(a minimum of 50% marks in each component of skill test will be necessary for qualifying this test).

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# ASSISTANT

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the candidate shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test. Descriptive Test answer sheet will be evaluated only of those candidates who qualify in the Objective Test.

1.4 The selection criteria of the post will have following three stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test will be evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying marks in this test is 25 Marks (50%). This is only a qualifying test. |
| 4. | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test, subject to qualifying the skill test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.5 Merit shall be decided based on combined marks secured in Objective and Descriptive test, subject to fulfilment of conditions as mentioned in the RR and advertisement.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit :-
(a) by comparing Marks obtained in the descriptive test, if tie continues then
(b) by taking Date of birth, and deciding the age so that elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test as shown below:

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Higher Education Institution Administration, Accounts and Finance | 20 | 20 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language,Skills (Hindi & English) | 20 | 20 | | |
| C | Quantitative Aptitude | 20 | 20 | | |
| D | General Awareness | 20 | 20 | | |
| E | General intelligence & Reasoning | 20 | 20 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A): - Higher Education Institution Administration and Finance: -

FR/SR, LTC, Leave Rules, Conduct Rules, CCS(CCA) Rules, General Office Procedure, GFR, Delegation of Financial Power Rules of Central Government, Medical Rules, Pay and Pension Rules, Purchase and Budgeting., University Acts, statutes, ordinances and regulations UGC rule & regulations related to central university, Governance: Executive Council, Academic Council, Finance Committee, Office management–hierarchy, Establishment & service-related matters in universities, NEP-2020, RTI Act.

### 2.1.2 Section (B):- Language Skills (Hindi & English):

The questions will be in English and Hindi based on the following topics:-
Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

### 2.1.3 Section (C):- Quantitative Aptitude:

Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work. Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations, Sixteen Vaidic mathematics formulae, Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

### 2.1.4 Section (D):- General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person on Indian History, educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

The test will also include questions relating to Indian Philosophy & Culture, Sanskrit language and Literature, Shastras, Bhartiya Gyan Prampara (Indian knowledge systems), etc.

### 2.1.5 Section (E) :-General Intelligence & Reasoning

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems, Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart.

## 2.2 Descriptive Test

Noting and Drafting, Agenda & minutes preparation, Circulars, Orders, Notifications, Precis Writing, Letter Writing, Forms of Communications.

General Administration, Higher Educational/University Systems and Procedures, Service Matters and Personal Administration, Service Books, Student Affairs, Reservations and Concessions, The Right to Information Act, Internal Complaint Committee, FR/SR, Leave Rules, LTC, Conduct Rules, CCS(CCA) Rules, Seniority and promotion.

General Financial Rules (GFR), Budget preparation & Financial Controls in University System, Accounting principles & book-keeping basics, Internal audit, CAG audits in HEIs,

Procurement rules, GeM, tendering process, PFMS, TA/DA, LTC, Medical reimbursement rules, Payroll, Pay Fixation, Pension, and service benefits processing, Taxation & Income Tax Rules.

## 3. Skill Test

3.1 Noting and Drafting (30 marks): Preparation of the proposals for approval, office order/finance note etc.

3.2 Computer Proficiency & IT Skills (20 marks): MS office, Excel, MS-Word, PPT, e-Office operation/Office automation related software.

(a minimum of 50% marks in each component of skill test will be necessary for qualifying this test).

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# UPPER DIVISION CLERK

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the candidate shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 Descriptive Test answer sheet will be evaluated only of those candidates who qualify in the Objective Test.

1.5 The selection criteria of the post will have following three stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test will be evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying marks in this test is 25 Marks (50%). This is only a qualifying test. |
| 4. | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test, subject to qualifying the skill test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.6 Merit shall be decided based on combined marks secured in Objective test and Descriptive test, subject to fulfilment of conditions as mentioned in the RR and advertisement.

1.7 In the event of tie in scores, the following will be taken in order of preference in deciding the merit :-

(a) By comparing Marks obtained in the descriptive test, if tie continues then
(b) By taking Date of birth, and deciding the age so that elder will be given preference,

## 2. Scheme of the written examination and syllabus:-

## 2.1 The written examination will consist of one Objective Test as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Higher Education Institution Administration and Finance | 20 | 20 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language Skills (Hindi & English) | 20 | 20 | | |
| C | Quantitative Aptitude | 20 | 20 | | |
| D | General Awareness | 20 | 20 | | |
| E | General intelligence & Reasoning | 20 | 20 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A) :- Higher Education Institution Administration and Finance:-

LTC, Leave Rules, General Office Procedure, Medical Rules, Pay and Pension Rules, Budgeting, UGC rule & regulations related to Central University, Office management–hierarchy, Establishment & service-related matters in universities, NEP-2020, RTI Act, GFR and purchase procedure etc.

### 2.1.2 Section (B):- Language Skill (Hindi & English):

The questions will be in English and Hindi based on the following topics:-
Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

### 2.1.3 Section (C):- Quantitative Aptitude:

Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations, Sixteen Vaidic mathematics formulas.

Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

### 2.1.4 Section (D):- General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person on Indian History, educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

The test will also include questions relating to Indian Philosophy & Culture, Sanskrit language and Literature, Shastras, Bhartiya Gyan Prampara (Indian knowledge systems), etc.

### 2.1.5 Section (E) :-General Intelligence & Reasoning

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems, Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart etc.

## 2.2 Descriptive Test

Circulars, Orders, Notifications, Letter Writing, Forms of Communications.

General Administration, Higher Educational/University Systems and Procedures, Service Matters and Personal Administration, Service Books, Student Affairs, Reservations and Concessions, The Right to Information Act, Internal Complaint Committee, Leave Rules, LTC.

Accounting principles & book-keeping basics, Internal audit, CAG audits in HEIs, Procurement rules, GeM, tendering process, PFMS, TA/DA, LTC, Medical reimbursement rules, Payroll, Pay Fixation, Pension, and service benefits processing.

# 3. Skill Test

3.1 **Typing test (to be qualified as per the norms mentioned in RR):** speed in English @35 wpm or speed in Hindi @30 wpm.

3.2 **Proficiency in Computer Operations (50% marks are qualifying):** MS office, Excel, MS-Word, PPT, e-Office operation/Office automation related software.

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# LOWER DIVISION CLERK

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the candidate shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 Descriptive Test answer sheet will be evaluated only of those candidates who qualify in the Objective Test.

1.5 The selection criteria of the post will have following three stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test will be evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying marks in this test is 25 Marks (50%). This is only a qualifying test. |
| 4. | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test, subject to qualifying the skill test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.6 Merit shall be decided based on combined marks secured in Objective test and Descriptive test, subject to fulfilment of conditions as mentioned in the RR and advertisement.

1.7 In the event of tie in scores, the following will be taken in order of preference in deciding the merit :-

(a) By comparing Marks obtained in the descriptive test, if tie continues then
(b) By taking Date of birth, and deciding the age so that elder will be given preference,

## 2. Scheme of the written examination and syllabus:-

## 2.1 The written examination will consist of one Objective Test as shown below:

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Language Skill (Hindi & English) | 25 | 25 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Quantitative Aptitude | 25 | 25 | | |
| C | General Awareness | 25 | 25 | | |
| D | General intelligence & Reasoning | 25 | 25 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A):- Language, Skill (Hindi & English):

The questions will be in English and Hindi based on the following topics:-

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

### 2.1.2 Section (B):- Quantitative Aptitude:

Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations, Sixteen Vaidic mathematics formulas

Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

### 2.1.3 Section (C):- General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person on Indian History, educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

The test will also include questions relating to Indian Philosophy & Culture, Sanskrit language and Literature, Shastras, Bhartiya Gyan Prampara (Indian knowledge systems), etc.

### 2.1.4 Section (D) :-General intelligence & Reasoning

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems, Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart etc.

## 2.2 Descriptive Test

Letter Writing, Essay writing, Active voice, Passive Voice, Direct-Indirect sentence, Forms of Communications.

General knowledge (Bharatiya Gyan Parampara/Indian Knowledge System-IKS, Constitution of India, Central Government, State Government, local Bodies) and current affairs, Recent development in Education System, Importance of Sanskrit in Education System etc.

# 3. Skill Test

3.1 **Typing test (to be qualified as per the norms mentioned in RR):** English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work).

3.2 **Proficiency in Computer Operations (50% marks are qualifying):** MS office, Excel, MS-Word, PPT, ERP and office automation.

****

# SYSTEM ANALYST

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the System Analyst shall be through a process of written Test followed by professional test & Interview.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 The selection criteria of the post will have following four stages: -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 40% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 40% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test will be evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying marks in the skill test is 25 marks (50%). This is only a qualifying test. |
| 4. | Interview | 100 | --- | 20% | Only candidates qualified in all the above will be called for interview in the maximum ratio of 1:15 |
| | Total | | | 100% | |

*** Being only qualifying test therefore marks of proficiency test are not included in the total marks for deciding the merits.**

1.5 Merit shall be decided based on the respective weightage of the marks in Objective test, Descriptive test and Interview, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit: -
(a) Marks obtained in interview.
(b) Marks obtained in the descriptive test.
(c) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Subject Domain Knowledge | 70 | 70 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | IT laws and Governance and Current Trends | 15 | 15 | | |
| C | Quantitative Aptitude General intelligence & Reasoning | 15 | 15 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A) :- Subject Domain Knowledge:-

| S. N. | Topic |
|---|---|
| 1 | **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. |
| 2 | **Databases:** ER-model, Relational model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Query languages (SQL), File structures), Transactions and concurrency control. |
| 3 | **Systems and Software Engineering**: information gathering, requirement and feasibility analysis, data flow diagrams, process specifications, input/output design, process life cycle, planning and managing the project, design, coding, testing, implementation, maintenance. Computer |
| 4 | **Networks and Security:** ISO/OSI stack, LAN technologies (Ethernet, Token ring), Flow and error control techniques, Routing algorithms, Congestion control, TCP/UDP and sockets, IP(v4), OSI Model, Application layer protocols (ICMP, DNS, SMTP, POP, FTP, HTTP); Basic concepts of hubs, switches, gateways, and routers.<br>Basic concepts of public key and private key cryptography, digital signature, firewalls |
| 5 | **Programming and Data Structures:** Programming in C; Functions, Recursion, Parameter passing, Scope, Binding; Abstract data types, Arrays, Stacks, Queues, Linked Lists, Trees, Binary search trees, Binary heaps. Programming Languages such as C/C++/PHP/Java/.NET |
| 6 | **Web technologies**: HTML, XML, JSON basic concepts of client-server computing, Scripting, AJAX, |

### 2.1.2 Section (B):- IT laws and Governance and Current Trends.

IT Act 2000, personal data protection and privacy laws, Cyber security frameworks and policies (India) CERT-IN and cyber crisis and management Indian Computer Emergency or Guidelines E-Governance and digital Indian incentives emerging legal issues in IT Guideline for Web Development & CCMP Guidelines, etc.

### 2.1.3 Section (C): - Quantitative Aptitude and General intelligence & Reasoning:

**Number Systems: -**Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart.

**General intelligence & Reasoning**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

## 2.2 Descriptive Test

As per the topics mentioned in case of objective type test mentioned at 2.1.1 and 2.1.2 in the section A and Section B, respectively.

## 3. Professional Test

Lab based test will be conducted to test the professional skills of the candidate expected on the job.

****

# TECHNICAL ASSISTANT (LAB)

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Technical Assistant (Computer) shall be through a process of Written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 The selection criteria of the post will have following four stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test are evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for professional test. Qualifying in this test is 25 Marks (50%). This is only a qualifying test. |
| 5. | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.5 Merit shall be decided based on combined marks secured in Objective test and Descriptive test, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit: -

1.6.1 Marks obtained in the descriptive test.

1.6.2 Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Subject Domain Knowledge | 40 | 40 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | General Awareness & Computer Knowledge | 15 | 15 | | |
| C | Numerical and Mathematical Ability | 15 | 15 | | |
| D | Reasoning Ability and Problem Solving | 15 | 15 | | |
| E | Language skills (Hindi and English) and Comprehension | 15 | 15 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A) :- Subject Domain Knowledge: -

Laboratories: Laboratories for Shahstra, Psychology Lab, Curriculum Lab and Educational Technology/ ICT Lab.

LANGUAGE LAB

- Operation of lab consoles, audio devices, recording tools
- Speech recording, waveform analysis, IPA practice
- Software operation & troubleshooting
- Lab hygiene, maintenance, wiring & registers

PSYCHOLOGY LAB

- Handling physical apparatus (reaction, memory, learning tools)
- Conducting experiments & scoring
- Managing psychological test kits
- Calibration, storage, ethical handling

EDUCATIONAL TECHNOLOGY/ ICT LAB

- Operation of computers, projectors, smartboards, printers
- AV aids operation & maintenance
- Digital content creation supporting teaching
- Safety, inventory & troubleshooting

LABORATORIES FOR SHAHSTRA

CURRICULUM LAB

### 2.1.2 Section (B) :- General Awareness & Computer Knowledge: -

General awareness on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10th Standard.

Computer fundamentals, operating systems, Microsoft Office suite (Word, Excel, PowerPoint), internet usage, basic computer hardware & software and basic networking concepts.

### 2.1.3 Section (C) :- Numerical and Mathematical Ability: -

Basic questions of Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.

### 2.1.4 Section (D):- Reasoning Ability and Problem Solving: -

Basic questions on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.

### 2.1.5 Section (E):- Language Skills (Hindi and English) and Comprehension: -

Candidates' understanding of the basics of Language skills (Hindi and English), grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.

## 2.2 Descriptive Test

Topics as in case of objective type test mentioned at 2.1.1 in the section A.

3. **Skill Test**

Computer Proficiency & IT Skills (50 marks): MS office, Excel, MS-Word, PPT
(a minimum of 50% marks in each component of skill test will be necessary for qualifying this test).

A. ICT Hardware Operation

- Desktop/laptop setup
- Projector operation: focus, lamp switching, keystone correction
- Interactive smart board operation
- Visualizer/document camera
- Printer, scanner, photocopier, laminator
- Wi-Fi router basic functions and connectivity
- USB/HDMI/VGA cable management

B. Digital Tools & Software (Basic Operation)

- MS Office (Word, PPT – creating TLMs)
- Presentation tools for teaching
- Digital drawing tools for diagrams
- Screen recording & video playback

C. AV Equipment & Classroom Technology

- PA system, amplifier, wireless mic
- Classroom audio controls
- Setting up and aligning speakers
- Operating educational TV, webcam, camera tripods

D. Maintenance & Troubleshooting

- Basic hardware troubleshooting:
  - No display
  - No sound
  - Projector lamp issue
  - Printer jam
  - Keyboard/mouse malfunction
- Cleaning of projectors, screens, filters
- Replacing cables, connectors, batteries
- Updating drivers (audio/video)
- Data backup and safe storage

E. Safety & Record Management

- Electrical safety, handling of plugs, surge protectors
- Safe wiring & cable routing
- Inventory register: equipment stock, consumables
- Maintenance schedule record
- AV / ICT lab usage register

****

# TECHNICAL ASSISTANT (COMPUTER)

## SCHEME OF EXAMINATION

### 1. General

1.1 The selection of the Technical Assistant (Computer) shall be through a process of Written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 The selection criteria of the post will have following four stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test are evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for professional test. Qualifying in this test is 25 Marks (50%). This is only a qualifying test. |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.5 Merit shall be decided based on combined marks secured in Objective test and Descriptive test, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit: -

1.6.1 Marks obtained in the descriptive test.

1.6.2 Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

**2.1 The written examination will consist of one Objective Test paper as shown below:-**

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Subject Domain Knowledge | 70 | 70 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Quantitative Aptitude General intelligence & Reasoning | 30 | 30 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A) :- Subject Domain Knowledge:-

| S. N. | Topic |
|---|---|
| 1 | **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. |
| 2 | **Databases:** ER-model, Relational model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Query languages (SQL), File structures), Transactions and concurrency control. |
| 3 | **Systems and Software Engineering**: information gathering, requirement and feasibility analysis, data flow diagrams, process specifications, input/output design, process life cycle, planning and managing the project, design, coding, testing, implementation, maintenance. Computer |
| 4 | **Networks and Security:** ISO/OSI stack, LAN technologies (Ethernet, Token ring), Flow and error control techniques, Routing algorithms, Congestion control, TCP/UDP and sockets, IP(v4),OSI Model, Application layer protocols (ICMP, DNS, SMTP, POP, FTP, HTTP); Basic concepts of hubs, switches, gateways, and routers. Basic concepts of public key and private key cryptography, digital signature, firewalls |
| 5 | **Programming and Data Structures:** Programming in C; Functions, Recursion, Parameter passing, Scope, Binding; Abstract data types, Arrays, Stacks, Queues, Linked Lists, Trees, Binary search trees, Binary heaps. Programming Languages such as C/C++/PHP/Java/.NET |
| 6 | **Web technologies**: HTML, XML, JSON basic concepts of client-server computing, Scripting, AJAX, |

### 2.1.2 Section (B):- Quantitative Aptitude and General intelligence & Reasoning:

**Number Systems:-**Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart.

**General intelligence & Reasoning**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

## 2.2 Descriptive Test

Topics as in case of objective type test mentioned at 2.1.1 in the section A.

## 3. Skill Test

Lab based test will be conducted to test the professional skills of the candidate expected on the job.

****

# NURSING OFFICER

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Nursing Officer shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test. Descriptive Test answer scripts will be evaluated only of those candidates who qualify in the Objective Test.

1.4 The selection criteria of the post will have following three stages:

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 70% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 30% | **1.** Counted for merit, subject to 50% qualifying marks.<br>**2.** Only papers of the qualified candidates in objective type test are evaluated. |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test. |

**Skill Test**

| | | | | | |
|---|---|---|---|---|---|
| 3. | Skill Test | 50 | 30 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying in this test is 25 marks (50%). This is only a qualifying test. |

1.5 Merit shall be decided based on combined marks secured in Objective test and Descriptive test, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit :-

(a) Marks obtained in the descriptive test.
(b) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus:

**2.1 The written examination will consist of one Objective Test paper as shown below:**

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Subject Domain Knowledge (Nursing) | 70 | 70 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language Skills (Hindi & English), General Awareness & Quantitative Aptitude | 20 | 20 | | |
| C | General Intelligence & Reasoning | 10 | 10 | | |
| | Total | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**2.1.1 Section (A): - Subject Domain Knowledge (Nursing): -**

Nursing Subjects as covered in the B.Sc Nursing and Diploma in General Nursing Mid-wife courses.

**2.1.2 Section (B): - Language Skills (Hindi and English), General Awareness & Quantitative Aptitude:**

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Prampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture, Time and distance, Time and work.

**2.1.3 Section (C):- General Intelligence & Reasoning:**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems, Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart etc.

## 2.2 Descriptive Test

Nursing Subjects as covered in the B.Sc Nursing or Diploma in General Nursing Mid-wife courses.

## 3. Skill Test

Practical knowledge of Nursing subjects.

****

# MEDICAL ATTENDANT (DRESSER)

## SCHEME OF EXAMINATION

**1. General**

1.1 The selection of the Medical Attendant (Dresser) shall be through a process of written Test followed by skill test.

1.2 The written test will be only of Objective type.

1.3 The selection criteria of the post will have following two stages: -

| Stage | Nature | Marks | Time Duration | Qualifying |
|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 40% marks |
| 2. | Skill Test | 50 | 20 minutes | 25 marks (50%). |
| Only qualified candidates in the above written test are called for the Skill test (in the ratio of maximum 1:15). | | | | |

1.4 Merit shall be decided based on marks secured in Objective test, subject to fulfilment of conditions as mentioned herein above.

1.5 In the event of tie in scores, Date of birth will be considered and elder will be given preference.

**2. Scheme of the written examination and syllabus:-**

**2.1 The written examination will consist of one Objective Test paper as shown below:-**

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* |
|---|---|---|---|---|
| A | Subject Domain Knowledge | 70 | 70 | 1 ½ Hours (90 minutes) |
| B | Language Skills (Hindi and English), General Awareness & General Knowledge, Quantitative Aptitude, Reasoning | 30 | 30 | |
| | Total | 100 | 100 | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**2.1.1 Section (A) :- Subject Domain Knowledge: -**

10+2 Science Subjects and Basic knowledge of First-Aid.

**2.1.2 Section (B):- Language Skills (Hindi and English), General Awareness & General Knowledge, Quantitative Aptitude, Reasoning:**

**Language Skills (Hindi and English)**

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

**General Awareness & General Knowledge:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to Medical, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan

Prampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution, Different Health Schemes of Government.

**Quantitative Aptitude:**

**Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Reasoning:**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

## 3. Skill Test

Test will be based on the assessment of basic skills of Medical Attendant (Dresser).

****

# STENOGRAPHER

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Stenographer shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 The selection criteria of the post will have following three stages:

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | **1.** Counted for merit, subject to 50% qualifying marks.<br>**2.** Only papers of the qualified candidates in objective type test are evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for Skill test. Qualifying in this test is 25 marks (50%). This is only a qualifying test. |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test (Objective & Descriptive test), only of those candidates who qualified in the skill test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits**

1.5 Merit shall be decided based on combined marks secured in written test (Objective & Descriptive), subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit :-
(a) by comparing Marks obtained in the descriptive test, if tie continues then
(b) by taking Date of Birth and deciding the age so that elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Language Skills (Hindi and English) | 40 | 40 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Quantitative Aptitude | 20 | 20 | | |
| C | General Awareness & IT Skills | 20 | 20 | | |
| D | General intelligence & Reasoning | 20 | 20 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

2.1.1 **Section (A) :- Language Skills (Hindi and English):**

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

**2.1.2 Section (B):- Quantitative Aptitude:**

**Number Systems:-**Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**2.1.3 Section (C):- General Awareness & Information Technology Skill:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Prampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution, Information Technology related questions etc.

**2.1.4 Section (D):- General intelligence & Reasoning:**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

**2.2 Descriptive Test**

Different forms of Communications, Precis Writing, Letter Writing, Essay writing on current topics including NEP-2020 and recent developments in Higher Education and Indian Knowledge Systems (IKS) and Knowledge of Computer Applications.

## 3. Skill Test

**Stenography test as per norms.**

Dictation: 10 minutes @ 80 w.p.m.;
Transcription: (a) 50 minutes English
(b) 65 minutes Hindi
Error Checking – The percentage of mistake allowed in the stenography skill test will be 7% for UR and 10% for reserved categories. Mistake will be calculated as per the SSC guidelines.

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# GUEST HOUSE MANAGER

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the candidate shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test. Descriptive Test answer sheet will be evaluated only of those candidates who qualify in the Objective Test.

1.4 The selection criteria of the post will have following three stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test will be evaluated. |
| 3. | Skill Test / PowerPoint Presentation | 50* | 60 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test / PowerPoint Presentation. Qualifying marks in this test is 25 marks (50%). This is only a qualifying test. |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test, subject to qualifying the skill test. |

*** Being the only qualifying test, therefore, the marks of the skill test are not included in the total marks for deciding the merits.**

1.5 Merit shall be decided based on combined marks secured in Objective and Descriptive test, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:

(a) Marks obtained in the descriptive test.
(b) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus:-

### 2.1 The written examination will consist of one Objective Test as shown below:-

## OBJECTIVE TEST

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Hospitality and Facility Management | 40 | 40 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | General Awareness & Computer Knowledge | 20 | 20 | | |
| C | Quantitative Aptitude & General Intelligence | 20 | 20 | | |
| D | Language Skills (Hindi and English) | 20 | 20 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**2.1.1 Section (A) :- Hospitality and Facility Management: -**

- Structure of universities and their hostel/guest house systems, Student welfare policies, grievance redressal mechanisms, UGC/AICTE hostel guidelines, safety and discipline codes.
- Hostel allotment procedures, record maintenance, Guest accommodation protocols, Mess/canteen operations and quality standards, Housekeeping, sanitation, pest control, waste management.
- Basics of budgeting and accounting, General Financial Rules (GFR), tendering, vendor management, Stock verification and store management,
- Principles of hotel/hostel management, Catering and food safety norms (FSSAI standards), Event management and guest care.
- Fire safety, first aid, disaster management, Hostel discipline, anti-ragging regulations, Gender sensitization and inclusivity.

**2.1.2 Section (B) :- General Awareness & Computer Knowledge: -**

**General Awareness**

General awareness on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10th Standard.

**Computer Knowledge**

Computer fundamentals, operating systems, Microsoft Office suite (Word, Excel, PowerPoint), internet usage, basic computer hardware & software and basic networking concepts.

**2.1.3 Section (C):- Quantitative Aptitude & General Intelligence: -**

**Quantitative Aptitude**

Basic questions of Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.

**General Intelligence**

Basic questions on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.

**2.1.4 Section (D):- Language Skills (Hindi & English): -**

Idioms and Phrases, one word Substitution, Sentence Correction, Error Spotting, fill in the Blanks, Spellings Correction, Reading Comprehension, Synonyms-Antonyms, Active Passive, Sentence Rearrangement, Sentence Improvement, Cloze test.

### 2.2 Descriptive Test

Essay / Long Answer

- Hostel administration and management practices
- Guest house operations and institutional hospitality
- Student welfare and service quality aspects

Case Study / Situational Analysis

- Administrative problem-solving and decision-making
- Crisis and conflict management in hostel/guest house settings

Official Drafting / Communication

- Office correspondence and report writing
- Notices, circulars, and service orders

Short Notes

- Maintenance and facility management systems
- Financial and administrative procedures
- Safety, security, and welfare mechanisms

## 3. Skill Test / PowerPoint Presentation

Candidates shall demonstrate:

- **Skill Test:** Practical exercise in preparing a hostel duty roster, food menu plan, or budget sheet.

**OR**

- **PowerPoint Presentation:** On a topic like *"Best Practices in Hostel Management," "Sustainable Campus Housing," or "Hospitality in University Guest Houses."*

  **Assessment Parameters:**

  - Clarity & relevance.
  - Administrative practicality.
  - Communication & presentation.
  - Awareness of student/guest needs.

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# JUNIOR ENGINEER

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Junior Engineer shall be through a process of written Test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 The selection criteria of the post will have following two stages:

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 70% | Counted for merit, subject to 40% qualifying marks (minimum pass mark is 40) |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 30% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test are evaluated. |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test (both Objective and Descriptive). |

*** Being only qualifying test therefore marks of proficiency test are not included in the total marks for deciding the merits.**

1.5 Merit shall be decided based on combined marks secured in written test (Objective & Descriptive), subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:

(a) Marks obtained in the Descriptive test.

(b) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Domain Knowledge | 70 | 70 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language Skills (Hindi and English), Quantitative Aptitude | 10 | 10 | | |
| C | General Awareness | 10 | 10 | | |
| D | General intelligence & Reasoning | 10 | 10 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

2.1.1 **Section (A): - DOMAIN KNOWLEDGE:**

Surveying, Estimation, Strength of Materials, RCC and steel structure analysis, Soil mechanics and foundation engineering, fluid mechanics, Construction Technology, Construction Management, Water Supply & Sanitation, STP, Campus infrastructure works, tendering procedures and GFR, Preventive & corrective maintenance, CPWD Manual & Specifications, Road Works, Building materials and their testing, Contract management,

billing, measurements, Rate analysis and estimation basics, Fire safety systems, Environmental sustainability in construction, Knowledge of relevant BIS Codes, Labour Laws etc.

**2.1.2 Section (B): - Language Skills (Hindi and English), Quantitative Aptitude:**

**Language Skills (Hindi & English)**:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

**Quantitative Aptitude:**

**Number Systems: -**Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**2.1.3 Section (C): - General Awareness:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Prampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

These questions will be such that they do not require a special study of any discipline.

**2.1.4 Section (D): - General intelligence & Reasoning:**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

## 2.2 Descriptive Test

Surveying, Estimation, Strength of Materials, RCC and steel structures analysis, Soil mechanics and foundation engineering, fluid mechanics, Construction Technology, Construction Management, Water Supply & Sanitation, STP, Campus infrastructure works, tendering procedures and GFR, Preventive & corrective maintenance, CPWD Manual & Specifications, Road Works, Building materials and their testing, Contract management, billing, measurements, Rate analysis and estimation basics, Fire safety systems, Environmental sustainability in construction, Knowledge of relevant BIS Codes, Labour Laws etc.

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# LIBRARY ASSISTANT

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Library Assistant shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 Descriptive Test answer scripts will be evaluated only of those candidates who qualify in the Objective Test

1.5 The selection criteria of the post will have following three stages:

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 70% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 30% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test are evaluated. |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test, subject to qualifying in the Skill test. |

**Skill Test**

| | | | | | |
|---|---|---|---|---|---|
| 1. | Skill Test (Qualifying Test) | 50 | 30 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying in this test is 25 marks (50%). This is only a qualifying test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.5 Merit shall be decided based on marks secured in Written test, subject to fulfilment of conditions as mentioned herein above.

1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:-

(a) Based on the marks in the Descriptive test.

(b) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Subject Domain Knowledge (Library Science) | 70 | 70 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language Skills (Hindi and English), General Awareness & General Knowledge | 15 | 15 | | |
| C | Quantitative Aptitude, General Intelligence & Reasoning | 15 | 15 | | |
| | Total | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

### 2.1.1 Section (A):- Subject Domain Knowledge (Library Science): -

i. Foundations of Library & Information Science: Information, data, knowledge, and wisdom hierarchy (DIKW model); Nature, characteristics, and properties of information; Information cycle: generation, collection, organization, dissemination, use; Evolution and definition of Library & Information Science (LIS) as a discipline; Information society, knowledge society, and digital society concepts

ii. Types & Functions of Libraries: Academic libraries (school, college, university); Public libraries (structure, services, community role); Special libraries (industrial, medical, agricultural, research); National libraries and their roles (National Library of India, DRTC, INSDOC/NISCAIR, NISCAIR-CSIR merger into NIScPR); Role of libraries in lifelong learning, education, and research

iii. History & Development of Libraries in India and Abroad: Ancient collections: Nalanda, Takṣaśilā, Sarasvatī-Bhavana, etc.; Medieval and colonial periods—Imperial Library, establishment of modern libraries; Post-Independence initiatives: Delhi Public Library, RRRLF, INFLIBNET, DELNET; Modern developments: National Mission on Libraries, National Digital Library of India

iv. Library Legislation in India: Library movement in India: leaders, chronology, major state acts; Salient features of public library acts (Tamil Nadu, Karnataka, Maharashtra, etc.); Model Public Library Act (S.R. Ranganathan's contribution);

v. Information Policy, Laws, and Ethics: Intellectual Property Rights (IPR): Copyright Act 1957 & amendments; Delivery of Books and Newspapers (Public Libraries) Act, 1954; Right to Information Act, 2005 — implications for libraries; Information Technology Act, 2000; Data privacy and ethical use of information;

vi. Library Associations and Professional Ethics: ILA, IASLIC, IATLIS, FID, IFLA, ALA — aims and activities; Professional code of ethics (IFLA/UNESCO guidelines); Continuing Professional Development (CPD) and librarianship as a profession;

vii. Library Classification: Theory and structure of classification: purpose, features, notation; Principles of classification: helpful sequence, facet analysis, notation systems; Major schemes: DDC (Dewey Decimal), UDC (Universal Decimal), CC (Colon Classification); Five fundamental categories (PMEST); Devices of facet analysis; call number structure; subject approach to knowledge organization; Recent trends: bibliographic classification, ontology-based systems;

viii. Cataloguing: Purpose and objectives; physical and intellectual description; AACR-II, RDA (Resource Description and Access) — comparison; MARC 21 and metadata standards (Dublin Core, MODS, EAD); OPACs and Web-OPACs; union catalogues; Bibliographic control, authority control, indexing of names and subjects; Bibliographical databases: WorldCat, Library of Congress, INDCAT;

ix. Indexing and Abstracting: Principles of indexing; pre- and post-coordinate systems; Chain indexing, KWIC, KWOC, PRECIS; Types of abstracts (indicative, informative, critical, structured); Citation indexing, h-index, impact factor;

x. Management Principles: Planning, organizing, staffing, directing, controlling; Leadership, motivation, communication, decision-making; Ranganathan's five laws and their managerial implications

xi. Collection Development: Book selection principles, policies, and tools (catalogues, reviews, bibliographies); Acquisition procedures — purchase, gift, exchange, deposit; Weeding, stock verification, preservation, and conservation methods;

xii. Financial and Human Resource Management: Budgeting methods (PPBS, ZBB, line-item, performance); Sources of finance, grant-in-aid, library cess; Human resource planning, job analysis, training, staff evaluation;

xiii. Library Services: Circulation, reference, documentation, reprography, inter-library loan; Current Awareness Services (CAS) and Selective Dissemination of Information (SDI); User studies, user education, information literacy;

xiv. Computer Basics for Library Professionals: Hardware, software, operating systems, data storage; Networking: LAN, WAN, Internet, protocols (TCP/IP, HTTP, FTP); Office automation: MS Word, Excel, PowerPoint for library applications;

xv. Library Automation: Need, objectives, and benefits; Standards and formats: MARC, ISO 2709, Z39.50, OAI-PMH; Library management software: SOUL, Koha, NewGenLib, e-Granthalaya; Automation of circulation, OPAC, and cataloguing modules;

xvi. Digital Libraries: Concept, characteristics, and components; Digitization process: scanning, metadata creation, OCR; Institutional repositories (DSpace, EPrints, Greenstone); Open Access Initiatives: BOAI, OAI, DOAJ, ROAR, SHERPA-Romeo;

xvii. Library Networks and Consortia: Resource sharing and library networks: INFLIBNET, DELNET, CALIBNET, ADINET, MALIBNET; Library consortia: UGC-INFONET, e-ShodhSindhu, CeRA, N-LIST; Role of NDL-India, Shodhganga, ShodhGangotri

xviii. Research in Library & Information Science: Types of research: basic, applied, historical, survey, experimental; Research design, hypothesis, sampling, data collection tools; Bibliometric, scientometric, informetric, webometric studies; Citation analysis, impact factor, h-index, altmetrics; Research Database Management System

xix. Emerging Trends: Knowledge management, information architecture; Semantic web, linked data, metadata harvesting; Artificial intelligence in libraries, chatbots, RFID, cloud libraries, Block Chain technology and Data Security; Green libraries, inclusive libraries, sustainability and SDGs; Augment Reality, Virtual Reality and Internet of Things

### 2.1.2 Section (B):- Language Skills (Hindi and English), General Awareness & General Knowledge:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Prampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

### 2.1.3 Section (C):- Quantitative Aptitude, General Intelligence & Reasoning:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

## 2.2 Descriptive Test

As per the topics mentioned in case of objective type test mentioned at 2.1.1 in the section A

## 3. Skill Test

(i) Library and Information Science – Procedure, Rules and Regulations: Cataloguing and Classification, Computer operations and Library IT skills, Reference search skills; Library Management Software and related topics.

(ii) Computer Proficiency & IT Skills: MS office, Excel, MS-Word, PPT, e-Office operation.

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# LIBRARY ATTENDANT

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Library Attendant shall be through a process of written Test followed by skill test.

1.2 The written test will be only Objective test.

1.3 The selection criteria of the post will have following two stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 100% | Counted for merit, subject to 40% qualifying marks |
| 2. | Skill Test (Qualifying Test) | 50* | 30 minutes | --- | Qualifying marks in this test is 25 marks (50%). Only qualified candidates in the above written test in the ratio 1:15 will be called for skill test. |
| | Total | 100 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test. |

*** Being only qualifying test therefore marks of proficiency test are not included in the total marks for deciding the merits.**

1.4 Merit shall be decided based on marks secured in Objective test, subject to fulfilment of conditions as mentioned herein above.

1.5 In the event of tie in scores, Date of birth will be considered and elder will be given preference.

## 2. Scheme of the written examination and syllabus:-

**2.1 The written examination will consist of one Objective Test paper as shown below:-**

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Subject Domain Knowledge (Library Science) | 60 | 60 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language Skills (Hindi and English), General Awareness & General Knowledge | 20 | 20 | | |
| C | Quantitative Aptitude, General Intelligence & Reasoning | 20 | 20 | | |
| | Total | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**2.1.1 Section (A) :- Subject Domain Knowledge (Library Science): -**

**Introduction to Library and Information Science:** Meaning, functions, and purpose of a library; Types of libraries: academic, public, special, national; Role of libraries in education; Five Laws of Library Science and their practical significance; Organization of a library: sections and layout; Role and duties of library attendants / helpers

**Library Organization and Housekeeping Operations:** Library sections; Arrangement of books on shelves: call number, shelf-ordering, rectification of misplaced books; Charging and discharging systems (issue–return registers, cards, barcodes); Newspaper and periodical maintenance; Display of new arrivals,

signage, and library notice boards; Care and handling of books, journals, manuscripts, and non-book materials;

**Library Collection and Maintenance:** Types of materials: books, periodicals, reference sources, newspapers, audiovisual, e-resources; Book selection sources (catalogues, vendor lists, publishers' brochures); Accession register, shelving.

**Library Rules, Ethics, and Communication:** Library rules and regulations (membership, borrowing limits, care of materials); Library discipline, etiquette, and user service ethics; Conduct, confidentiality, punctuality, and behaviour norms for attendants; Communication skills: dealing with users, responding to queries, professional courtesy; Workplace safety and teamwork in a library environment

**Library Technology Basics and Digital Awareness:** Basic computer knowledge; Operation of printer, barcode reader, photocopier, scanner; Use of Internet, email, and search engines.

**Library Records and Documentation:** Library registers: Accession Register, Issue Register, Binding Register, Visitor Register; Daily statistics and record-keeping; Stock verification procedures; Filing, numbering, labeling, and signage conventions; Basic knowledge of catalog cards (author/title/subject) and record maintenance

**Indian Library Scenario and Institutions:** Major library institutions and Library Movements in India.

**2.1.2 Section (B):- Language Skills (Hindi and English), General Awareness & General Knowledge**

**Language Skills (Hindi and English):**

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

**General Awareness & General Knowledge:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Prampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

**2.1.3 Section (C):- Quantitative Aptitude and General Intelligence & Reasoning:**

**Quantitative Aptitude:**

Number Systems:-Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

**General Intelligence & Reasoning:**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

**3. Skill Test**

Skill test will comprise two parts:

(i) Library and Information Science Procedures, Cataloguing and Classification; Housekeeping Library operations including book shelving of Sanskrit books.

(ii) Data entry in Library Management Software and Computer Proficiency & IT Skills

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# MULTI-TASKING STAFF (MTS)

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the MTS shall be through a process of written Test followed by skill test.

1.2 The written test will be only of Objective type.

1.3 The selection criteria of the post will have following two stages : -

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 100% | Counted for merit, subject to 40% qualifying marks |
| 2. | Skill Test (Trade Test) | 50* | 30 minutes | --- | Qualifying marks in this test is 25 marks (50%). Only qualified candidates in the above written test in the ratio 1:15 will be called for skill test. |
| | Total | 100 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test. |

* Being only qualifying test therefore marks of proficiency test are not included in the total marks for deciding the merits.

1.4 Merit shall be decided based on marks secured in Objective test, subject to fulfilment of conditions as mentioned herein above.

1.5 In the event of tie in scores, Date of birth will be considered and elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test as shown below: -

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Language Skills (Hindi and English) | 25 | 25 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Quantitative Aptitude | 25 | 25 | | |
| C | General Awareness | 25 | 25 | | |
| D | General intelligence & Reasoning | 25 | 25 | | |
| | Total= | 100 | 100 | | |

*For person with benchmark disability will be given extra time as per the Govt. of India rules.

#### 2.1.1 Section (A): - Language Skills (Hindi and English):

The questions will be in English and Hindi based on the following topics: -

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

#### 2.1.2 Section (B): - Quantitative Aptitude:

Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture, Time and distance, Time and work.

#### 2.1.3 Section (C): - General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person on Indian History, Geography, Indian Economy, Indian Polity including Indian Constitution etc.

The test will also include questions relating to Indian Philosophy & Culture, Sanskrit language and Literature, Shastras, Bhartiya Gyan Prampara (Indian knowledge systems), etc.

#### 2.1.4 Section (D): - General intelligence & Reasoning

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems, etc.

## 3. Skill Test (Trade Test)

The Skill Test (Trade Test) will be conducted out of the prescribed skills (duties) in the DOPT guidelines for the post of MTS.

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# PERSONAL ASSISTANT

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection of the Personal Assistant shall be through a process of written Test followed by skill test.

1.2 The written test will be in two parts, Objective test and Descriptive test.

1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

1.4 Descriptive Test answer scripts will be evaluated only of those candidates who qualify in the Objective Test.

1.5 The selection criteria of the post will have following three stages:

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 50% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 50% | 3. Counted for merit, subject to 50% qualifying marks.<br>4. Only papers of the qualified candidates in objective type test are evaluated. |
| 3. | Skill Test | 50* | 60 minutes | --- | (i) This examination is only qualifying nature.<br>(ii) Only qualified candidates in the above written test (Objective & Descriptive Type) will be called for skill test. Qualifying marks in this test is 50% (i.e. 25 marks). |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test (Objective & Descriptive Type), only of those candidates who qualified in the skill test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.6 Merit shall be decided based on combined marks secured in written test (Objective & Descriptive Type), subject to fulfilment of conditions as mentioned herein above.

1.7 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:
(a) by comparing Marks obtained in the descriptive test, if tie continues then
(b) by taking Date of birth, and deciding the age so that elder will be given preference,

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration | Qualifying |
|---|---|---|---|---|---|
| A | Language Skills (Hindi & English) | 40 | 40 | 1 ½ Hours (90 minutes) For PwBD candidate extra time as applicable | 40% of 100 |
| B | Quantitative Aptitude | 20 | 20 | | |
| C | General Awareness & IT Skills | 20 | 20 | | |
| D | General intelligence & Reasoning | 20 | 20 | | |
| | Total= | 100 | 100 | | |

**2.1.1 Section (A): - Language Skill (Hindi & English)**

The questions will be in English and Hindi based on the following topics: -

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

**2.1.2 Section (B): - Quantitative Aptitude:**

**Number Systems: -**Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**2.1.3 Section (C): - General Awareness & Information Technology Skill:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Parampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution, Information Technology related questions etc.

These questions will be such that they do not require a special study of any discipline.

**2.1.4 Section (D): - General intelligence & Reasoning:**

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

### 2.2 Descriptive Test (100 Marks)

Different forms of Communications, Precis Writing, Letter Writing, Essay writing on current topics including NEP-2020 and recent developments in Higher Education and Indian Knowledge Systems (IKS) and Knowledge of Computer Applications.

## 3. Skill Test (Qualifying) (50 Marks)

Stenography test as per norms.
Dictation: 10 minutes @ 100 w.p.m.;
Transcription:

(a) 40 minutes English
(b) 55 minutes Hindi

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# PROFESSIONAL ASSISTANT

## SCHEME OF EXAMINATION

## 1. General

**1.1** The selection of the Professional Assistant shall be through a process of written Test followed by skill test.

**1.2** The written test will be in two parts, Objective test and Descriptive test.

**1.3** It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.

**1.4** Descriptive Test answer scripts will be evaluated only of those candidates who qualify in the Objective Test

**1.5** The selection criteria of the post will have following three stages:

| Stage | Nature | Marks | Time Duration | Weightage | Remarks if any |
|---|---|---|---|---|---|
| 1. | Written Test (Objective Type) | 100 | 90 minutes | 70% | Counted for merit, subject to 40% qualifying marks |
| 2. | Written Test (Descriptive Type) | 100 | 90 minutes | 30% | 1. Counted for merit, subject to 50% qualifying marks.<br>2. Only papers of the qualified candidates in objective type test are evaluated. |
| | Total | 200 | -- | 100% | Merit list will be prepared based on the total marks scored by candidate in the written test, subject to qualifying in the Skill test. |

### Skill Test

| | | | | | |
|---|---|---|---|---|---|
| 1. | Skill Test (Qualifying Test) | 50* | 30 minutes | --- | Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for skill test. Qualifying in this test is 25 marks (50%). This is only a qualifying test. |

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

**1.6** Merit shall be decided based on marks secured in Written test, subject to fulfilment of conditions as mentioned herein above.

**1.7** In the event of tie in scores, the following will be taken in order of preference in deciding the merit: -

(a) Based on the marks in the Descriptive test.

(b) Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of one Objective Test paper as shown below: -

**OBJECTIVE TEST**

| Section | Titles of the topic | Questions | Marks | Duration* | Qualifying |
|---|---|---|---|---|---|
| A | Subject Domain Knowledge (Library Science) | 70 | 70 | 1 ½ Hours (90 minutes) | 40% of 100 |
| B | Language Skills (Hindi and English), General Awareness & General Knowledge | 15 | 15 | | |
| C | Quantitative Aptitude, General Intelligence & Reasoning | 15 | 15 | | |
| | Total | 100 | 100 | | |

***For person with benchmark disability will be given extra time as per the Govt. of India rules.**

### 2.1.1 Section (A): - Subject Domain Knowledge (Library Science): -

i. Foundations of Library & Information Science: Information, data, knowledge, and wisdom hierarchy (DIKW model); Nature, characteristics, and properties of information; Information cycle: generation, collection, organization, dissemination, use; Evolution and definition of Library & Information Science (LIS) as a discipline;
Information society, knowledge society, and digital society concepts

ii. Types & Functions of Libraries: Academic libraries (school, college, university); Public libraries (structure, services, community role); Special libraries (industrial, medical, agricultural, research); National libraries and their roles (National Library of India, DRTC, INSDOC/NISCAIR, NISCAIR-CSIR merger into NIScPR); Role of libraries in lifelong learning, education, and research

iii. History & Development of Libraries in India and Abroad: Ancient collections: Nalanda, Takṣaśilā, Sarasvatī- Bhavana, etc.; Medieval and colonial periods—Imperial Library, establishment of modern libraries; Post-Independence initiatives: Delhi Public Library, RRRLF, INFLIBNET, DELNET; Modern developments: National Mission on Libraries, National Digital Library of India

iv. Library Legislation in India: Library movement in India: leaders, chronology, major state acts; Salient features of public library acts; Model Public Library Act (S.R. Ranganathan's contribution);

v. Information Policy, Laws, and Ethics: Intellectual Property Rights (IPR): Copyright Act 1957 & amendments; Delivery of Books and Newspapers (Public Libraries) Act, 1954; Right to Information Act, 2005 — implications for libraries; Information Technology Act, 2000; Data privacy and ethical use of information;

vi. Library Associations and Professional Ethics: ILA, IASLIC, IATLIS, FID, IFLA, ALA — aims and activities; Professional code of ethics (IFLA/UNESCO guidelines); Continuing Professional Development (CPD) and librarianship as a profession;

vii. Library Classification: Theory and structure of classification: purpose, features, notation; Principles of classification: helpful sequence, facet analysis, notation systems; Major schemes: DDC (Dewey Decimal), UDC (Universal Decimal), CC (Colon Classification); Five fundamental categories (PMEST); Devices of facet analysis; call number structure; subject approach to knowledge organization; Recent trends: bibliographic classification, ontology-based systems;

viii. Cataloguing: Purpose and objectives; physical and intellectual description; AACR-II, RDA (Resource Description and Access) — comparison; MARC 21 and metadata standards (Dublin Core, MODS, EAD); OPACs and Web- OPACs; union catalogues; Bibliographic control, authority control, indexing of names and subjects; Bibliographical databases: WorldCat, Library of Congress, INDCAT;

ix. Indexing and Abstracting: Principles of indexing; pre- and post-coordinate systems; Chain indexing, KWIC, KWOC, PRECIS; Types of abstracts (indicative, informative, critical, structured); Citation indexing, h-index, impact factor;

x. Management Principles: Planning, organizing, staffing, directing, controlling; Leadership, motivation, communication, decision-making; Ranganathan's five laws and their managerial implications.

xi. Collection Development: Book selection principles, policies, and tools (catalogues, reviews, bibliographies); Acquisition procedures — purchase, gift, exchange, deposit; Weeding, stock verification, preservation, and conservation methods; Manuscripts and Gyan Bharatam Mission.

xii. Financial and Human Resource Management: Budgeting methods (PPBS, ZBB, line-item, performance); Sources of finance, grant-in-aid, library cess; Human resource planning, job analysis, training, staff evaluation;

xiii. Library Services: Circulation, reference, documentation, reprography, inter-library loan; Current Awareness Services (CAS) and Selective Dissemination of Information (SDI); User studies, user education, information literacy;

xiv. Computer Basics for Library Professionals: Hardware, software, operating systems, data storage; Networking: LAN, WAN, Internet, protocols (TCP/IP, HTTP, FTP); Office automation: MS Word, Excel, PowerPoint for library applications;

xv. Library Automation: Need, objectives, and benefits; Standards and formats: MARC, ISO 2709, Z39.50, OAI-PMH; Library management software: SOUL, Koha, NewGenLib, e-Granthalaya; Automation of circulation, OPAC, and cataloguing modules.

xvi. Digital Libraries: Concept, characteristics, and components; Digitization process: scanning, metadata creation, OCR; Institutional repositories (DSpace, EPrints, Greenstone); Open Access Initiatives: BOAI, OAI, DOAJ, ROAR, SHERPA-Romeo;

xvii. Library Networks and Consortia: Resource sharing and library networks: INFLIBNET, DELNET, CALIBNET, ADINET, MALIBNET; Library consortia: UGC-INFONET, e-ShodhSindhu, CeRA, N-LIST; Role of NDL-India,
Shodhganga, ShodhGangotri, One Nation One Subscription (ONOS).

xviii. Research in Library & Information Science: Types of research: basic, applied, historical, survey, experimental; Research design, hypothesis, sampling, data collection tools; Bibliometric, scientometric, informetric, webometric studies; Citation analysis, impact factor, h-index, altmetrics; Research Database Management System.

xix. Emerging Trends: Knowledge management, information architecture; Semantic web, linked data, metadata harvesting; Artificial intelligence in libraries, chatbots, RFID, cloud libraries, Block Chain technology and Data Security; Green libraries, inclusive libraries, sustainability and SDGs; Augment Reality, Virtual Reality and Internet of Things.

### 2.1.2 Section (B): - Language Skills (Hindi and English); General Awareness & General Knowledge:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Parampara (Indian knowledge systems), Educational systems, Geography, Economic scene, General Politics including Indian Constitution etc.

### 2.1.3 Section (C): - Quantitative Aptitude, General Intelligence & Reasoning:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work. Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

### 2.2 Descriptive Test

As per the topics mentioned in case of objective type test mentioned at 2.1.1 in the section A

## 3. Skill Test

(i) Library and Information Science – Procedure, Rules and Regulations: Cataloguing and Classification, Computer operations and Library IT skills, Reference search skills; Library Management Softwares and related topics.

(ii) Computer Proficiency & IT Skills: MS office, Excel, MS-Word, PPT, e-Office operation.

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# DRIVER

## SCHEME OF EXAMINATION

## 1. General

1.1 The selection process shall comprise of written examination and skill test.

1.2 Candidates who qualifying in the written examination will be eligible for appearing at skill test.

1.3 The skill test will be qualifying in nature and merit list for selection will be drawn on the basis of marks secured in the written examination only.

1.4 In the event of tie in scores in written examination, the following factors will be taken in order of preference in deciding the merit.

(a) Percentage of Marks obtained in 10th examination.

(b) In the event of tie in scores, considering Date of birth, elder will be given preference.

## 2. Scheme of the written examination and syllabus:

**2.1 The written examination will consist of one objective type paper having following sections:**

| Section | Subjects | Number of Questions | Marks | Duration | Qualifying Marks |
|---|---|---|---|---|---|
| A | Motor Vehicles Act, Traffic Rules & Relevant Rules/Provisions. | 60 | 60 | 2 Hours | 40% |
| B | Language Skill (Hindi & English), General Awareness & Mathematics. | 40 | 40 | | |
| Total | | 100 | 100 | | |

**2.2 Section (A): - Motor Vehicles Act, Traffic Rules & Relevant Rules/ Provisions:**

i. Various Sections of the Motor Vehicles Act (amended from time to time)
ii. Licensing of Drivers of Motor Vehicles
iii. Registration of Motor Vehicles
iv. Control of Transport Vehicles
v. Control of Traffic
vi. Insurance of Motor Vehicles
vii. Offence, Penalties and Procedure
viii. Mandatory, Warning and Informatory Road Signs
ix. Accident Claims
x. Accident Claims Tribunals
xi. Traffic Rules
xii. Pollution Norms

**2.3 Section (B): - Language Skill (Hindi & English), General Awareness & Mathematics**

**Language Skill (Hindi & English):**
The questions will be in English and Hindi based on the following topics: -

Spot the Error, Fill in the Blanks, Synonyms, Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, One word substitution, Improvement of Sentences, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

**General Awareness:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, States and Capitals in India, Educational systems, Geography, Economic scene, who is who, including Indian Constitution, and Type of fuel used in the vehicle and effect on the pollution. These questions will be such that they do not require a special study of any discipline. Knowledge of Highways, Expressways and Toll Plazas.

**Mathematics - Elementary Mathematics of 10th standard level: -**

**Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Time and distance, Time and work.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Regular Right Pyramid with triangular or square Base.

## 3. SKILL TEST

(a) The candidates who qualify the written test will be put through a Skill Test.

(b) Candidate must submit valid Driving License before starting of Skill Test along with record of traffic violations, if any.

**Skill test is divided into following parts (Total marks – 100):**

| Sl. No. | Subject | Marks |
|---|---|---|
| 1 | All checks before engine starting and knowledge about vehicle sensor and signals and rearview mirror adjustment and safety measures such as seat belts etc. | 10 |
| 2 | Smooth straight head driving with gears changing, top gear speed, change to lower gear from top gear in different traffic condition. | 10 |
| 3 | Vehicle uphill and downhill operations stop and restart at steep gradient without rolling back. | 10 |
| 4 | The technique of overtaking, giving pass, change of lanes and lane driving and other precautions. | 10 |
| 5 | Use of hand signals and electric signals, emergency stops, precautions & safety. | 10 |
| 6 | Vehicle reversing, garaging on & off side and taking out vehicle from different restrictions, turning of vehicle left, right and stopping etc. | 20 |
| 7 | Show courtesy and consideration for the safe and convenience of other road users specially ambulance and other emergency services, pedestrians, drivers of other motor vehicles and cyclist. | 05 |

| | | |
|---|---|---|
| 8 | Knowledge about mandatory, warning and informatory road signs. | 10 |
| 9 | Knowledge about driver's duty in case of distress/accident. | 05 |
| 10 | Knowledge about motor mechanism (candidate should be able to remove minor defects including tyre change etc. in vehicle). | 10 |
| **Total** | | **100** |

**Minimum Qualifying marks for skill test**: Qualifying marks shall be 50%.

## 4. Skill Assessment Committee:

There will be a Skill Assessment Committee constituted by Vice Chancellor consisting of three experts in the concerned field. The Committee will adjudge the skill performance of the candidates based on the activities performed by them as assigned, out of the activities prescribed in clause no. 3 above.

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