डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
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1. Scheme of Examination for Promotion to the post of Section officer:

The following shall be the Scheme of Examination, components of written test and its syllabus for Section Officer through Promotion post.

(A) Scheme of Examination:

S.No.	Questions include following topics/areas	MCQs: No.of Questions	Descriptive test: No. of Questions	Max. Marks	Duration
1.	**MCQs: (Weight age: 60%)** CU Act-2009, Statute, Ordinance, GoI/UGC/University Rules & Regulations and **Descriptive test: (Weight age: 40%)** Based on domain Knowledge in office procedure, noting and drafting.	30 Questions Carrying 1 mark each	**4 questions** Carrying 5 marks each	**50**	**1 hrs.**

Note:

1. The question paper would be bilingual except language paper (English and Hindi) and the applicant will have the option to respond in either of the languages.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee.
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.

2. Scheme of Examination for Promotion to the post of LOWER DIVISION CLERK (LDC):

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment.

(A) Scheme of Examination:

S.No.	Questions include following topics/areas	MCQs: No. of Questions	Descriptive test: No. of Questions	Max. Marks	Duration
1.	**MCQs: (Weight age: 60%)** Basic Knowledge of University Act, Statute, office procedure General Hindi and English Knowledge of computer with special reference to word processing (Ms-word) and Excel and **Descriptive test: (Weight age: 40%)** Based on domain Knowledge in office procedure, noting and drafting.	30 Questions Carrying 1 mark each	**4 questions** Carrying 5 marks each	**50**	**1 hrs.**

	Test Components	Details
Skill Test	On Spot typing test to be conducted by the University through a committee duly constituted by Competent Authority.	Qualifying speed shall be 30 WPM which will be tested on a Computer (PC).*

***PwBD candidate for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempted from the skill test.**

**** the relaxation of skill/Typing test for the promotion from MTS to LDC shall be governed as per DOPT OM No.F.O. 14020/1/2014-Estt.(D) dated 22nd April, 2015**

(D) Skill Test:

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages.
2. The minimum qualifying marks be overall 40% for the Unreserved posts OBC, EWS and 35% for the reserved posts (i.e. for SC/ST/PwBD) category as applicable).
3. The level of the question will be as per the work profile of the post concerned for which the test in being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a duly constituted committee.
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year of till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.

3. Scheme of Examination for Promotion to the post of Personal Assistant:

The following shall be the Scheme of Examination, components of written test and its syllabus for promotion of examinations.

(A) Scheme of Examination:

Objective (MCQ) Type	Test Components	Duration 1 hrs.	
		No. of Questions	Marks
(a)	Knowledge and application of office Procedures, Rules & Regulations relevant to the University System.	15	15
(b)	Skills in noting and drafting.	04 (5 marks each)	20
(c)	Knowledge of Computers with special reference to Knowledge of word processing data analysis packages	15	15
	TOTAL	**34**	**50**

* The Skill test will be of 50 marks. To qualify the candidate should obtain 25 marks. **This will however be only qualifying in nature and no additional credits for same shall be allocated**

B	**Skill test as described below**		**Qualifying**

Skill Test Norms

1. Dictation: 10 minutes at an average speed of 100 WPR.
2. Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
3. Computer Proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages.
2. The minimum qualifying marks be overall 40% for the Unreserved posts OBC, EWS and 35% for the reserved posts (i.e. for SC/ST/PwBD) category as applicable).
3. The level of the question will be as per the work profile of the post concerned for which the test in being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a duly constituted committee.
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.

4. Scheme of Examination for Promotion to the post of Professional Assistant:

The following shall be the Scheme of Examination, components of written test and its syllabus for promotion of examinations.

A. Scheme of Examination

Paper – I	MCQs: No. of Questions	Descriptive test: No. of Questions	Max. Marks	Duration
1. Knowledge and application of Library and information Science Procedures, rules & Regulations. 2. Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	30 Questions Carrying 1 mark each	4 questions Carrying 5 marks each	50	1 hrs.

B. Skill test

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. The skill shall be conducted in a manner to cheek the practical knowledge of the candidate in handling various processes associated with Library's functioning.

* The Skill test will be of 50 marks. To qualify the candidate should obtain 25 marks. **This will however be only qualifying in nature and no additional credits for same shall be allocated**

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages.
2. The minimum qualifying marks be overall 40% for the Unreserved posts OBC, EWS and 35% for the reserved posts (i.e. for SC/ST/PwBD) category as applicable).
3. The level of the question will be as per the work profile of the post concerned for which the test in being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a duly constituted committee.
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.