Scheme of Examination and Syllabus for Direct Recruitment to the post of "SECTION OFFICER"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions / Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Proficiency in Computer Operation, Noting and Drafting	5	50	25	1.00 hrs

(B) Syllabus:

Paper - I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Establishment, Accounts and Examinations e.g.Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, Statutes, Ordinances etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Establishment, Accounts and Examinations e.g. Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, Statutes, Ordinances etc.

Skill Test:

The skill test may be the assessment of skill of Noting and Drafting, Proficiency in Computer Operation e.g. MS Word, Excel, Power Point, Internet, typing on computer, data processing etc. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "ASSISTANT"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge of the post	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions/ Tasks**	**Total Marks**	**Minimum Qualifying marks**	**Time**
Proficiency in Typing, Computer applications, Noting and Drafting.	5	50	25	1.00 hr

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss,

Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Establishment, Accounts and Examinations e.g.Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, Statutes, Ordinances etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Establishment, Accounts and Examinations e.g. Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, Statutes, Ordinances etc.

Skill Test:

The skill test may be the assessment of skill of Noting and Drafting,Proficiency in Typing (Hindi and English), Computer Applications e.g. MS Word, Excel, Power Point, Internet, data processing etc. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "UPPER DIVISION CLERK"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test		
Test Components	**Minimum Qualifying Typing Speed**	**Time**
Typing test on Computer	English Typing @ 35 wpm OR Hindi Typing @ 30 wpm.	15 Minutes

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Establishment, Accounts and Examinations e.g.Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Establishment, Accounts and Examinations e.g. Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, etc.

Skill Test:

The skill test shall be the Typing test on Computer. Typing test norms- English Typing @ 35 wpm OR Hindi Typing @ 30 wpm. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "LOWER DIVISION CLERK"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test		
Test Components	**Minimum Qualifying Typing Speed**	**Time**
Typing test on Computer	English Typing @ 35 wpm OR Hindi Typing @ 30 wpm.	15 Minutes

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge of the post** - Establishment, Accounts and Examinations e.g.Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, Statutes, Ordinances etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Establishment, Accounts and Examinations e.g. Knowledge of Office Procedure i.e. FRSR, Pension Rules, GFR 2017, GoI Rules, Labour Laws, RTI Act 2005, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, CCS (Leave) Rules 1972, CCS (LTC) Rules 1988, Central Universities Act 2009, Statutes, Ordinances etc.

Skill Test:

The skill test shall be the Typing test. Typing test norms- 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). The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "HINDI TYPIST"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test		
Test Components	**Minimum Qualifying Typing Speed**	**Time**
Hindi Typing test	Hindi Typing @ 30 wpm.	15 Minutes

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Knowledge of Office Procedure i.e. FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, CCS Rules, Central Universities Act 2009, Statute, Ordinance, Hindi Rajbhasha etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Knowledge of Office Procedure i.e. FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, CCS Rules, Central Universities Act 2009, Statute, Ordinance, Hindi Rajbhasha etc.

Skill Test:

The skill test shall be the Hindi Typing test. Norms - 30 words per minute in Hindi Typing Speed. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "MULTI TASKING STAFF"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions/ Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Trade Test	5	50	25	1.00 hr

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Computer Knowledge, Basic question on University system etc.

Paper – II(Descriptive type test)

(i)	Official letter, Demand Note and Essay Writing, etc.

Skill Test:

The skill test shall be the Trade test. it may comprise the assessment of trade e.g. operation of photocopier/Xerox/printer/scanner, maintenance/keeping of files /folders/registers, movement of files/Dak, Handling of Office Electrical/Electronic devices/instrument, and other relevant tasks etc. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "PRIVATE SECRETARY"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test		
Test Components	**Minimum Qualifying Speed/norms**	**Time**
Typing Test, Stenography Test, Dictation, Transcription	English/Hindi Typing speed (minimum): 35 w.p.m. in English or 30 w.p.m.in Hindi. English/Hindi Stenography speed(minimum): 120 wpm in English or 100 wpm in Hindi Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi)	1.30 hrs

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Knowledge of Office Procedure i.e. FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, CCS Rules, Central Universities Act 2009, Statute, Ordinance Secretarial & Stenographical practices etc.

Paper – II(a descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Knowledge of Office Procedure i.e. FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, CCS Rules, Central Universities Act 2009, Statute, Ordinance Secretarial & Stenographical practices etc.

Skill Test:

The Skill Test shall be the Typing Test and Stenography Test. Skill test norms are mentioned below:

English/Hindi Typing speed (minimum): 35 w.p.m. in English or 30 w.p.m.in Hindi.

English/Hindi Stenography speed(minimum): 120 wpm in English or 100 wpm in Hindi
Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi
Transcription: 50 minutes (English)/ 60 minutes (Hindi)

The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

Scheme of Examination and Syllabus for Direct Recruitment to the post of "PERSONAL ASSISTANT"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test		
Test Components	**Minimum Qualifying Speed/norms**	**Time**
Typing Test, Stenography Test, Dictation, Transcription	English/Hindi Typing speed (minimum)- 35 wpm in English or 30 wpm in Hindi. English/Hindi Stenography speed (minimum)- 100wpm in English or Hindi. Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi	1.30 hrs

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss,

Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Knowledge of Office Procedure i.e. FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, CCS Rules, Central Universities Act 2009, Statute, Ordinance, Secretarial & Stenographical practices etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Knowledge of Office Procedure i.e. FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, CCS Rules, Central Universities Act 2009, Statute, Ordinance Secretarial & Stenographical practices etc.

Skill Test:

The Skill Test shall be the Typing Test and Stenography Test. Skill test norms are mentioned below:

English/Hindi Typing speed (minimum): 35 wpm in English or 30 wpm in Hindi.
English/Hindi Stenography speed (minimum): 100wpm in English or Hindi.
Dictation: 10 minutes @ 100 w.p.m.
Transcription: 40 minutes English/55 minutes Hindi.

The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "TECHNICAL ASSISTANT"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions / Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Laboratory Practices, Basic Principles & Operation of various Instruments and other relevant Laboratory Tools	5	50	25	30 Minutes

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge of the post** - Questions will be designed to test the ability of the candidate's knowledge in the laboratory and recent development in the field and on the General science. Laboratory based practical questions.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Questions will be designed to test the ability of the candidate's knowledge in the laboratory and recent development in the field and on the General Science. Laboratory based practical questions.

Skill Test:

Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the University. The skill test shall be conducted in a manner which will be elicit the ability of the candidate in handling various scientific/technical experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "LABORATORY ASSISTANT"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions / Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	5	50	25	30 Minutes

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Questions will be designed to test the ability of the candidate's knowledge in the laboratory and recent development in the field and on the General Science. laboratory based practical questions etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Questions will be designed to test the ability of the candidate's knowledge in the laboratory and recent development in the field and on the General Science. laboratory based practical questions etc.

Skill Test:

The Skill Test shall be conducted in a manner to test the ability of candidate in handling laboratory equipment and procedures etc. The skill test shall be conducted by the University through a board/committee constituted by Competent Authority.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "LABORATORY ATTENDANT"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions / Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	5	50	25	30 Minutes

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Knowledge of science, laboratory equipment and lab practice. Questions related to basic subject areas including Physics, Chemistry, Life Sciences, Good Lab Practices, maintenance and cleaning of equipment, safety precautions, use of Lab symbols & signs, inventory control, maintenance of lab records, specialized computer skill, and knowledge on Lab instruments etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Knowledge of science, laboratory equipment and lab practice. Questions related to basic subject areas including Physics, Chemistry, Life Sciences, Good Lab Practices, maintenance and cleaning of equipment, safety precautions, use of Lab symbols & signs, inventory control, maintenance of lab records, specialized computer skill, and knowledge on Lab instruments etc.

Skill Test:

The Skill Test shall be conducted in a manner to test the ability of candidate in handling laboratory equipment's and procedures etc. The skill test shall be conducted by the University through a board/committee constituted by Competent Authority.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "SEMI PROFESSIONAL ASSISTANT"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions / Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Skill test of Computer Applications, Typing and Library.	5	50	25	1.00 hr
Total:		**50**		

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

Skill Test:

The Skill Test shall be conducted in a manner to test the ability of candidate in handling various processes associated with Library's functioning viz. Accessing of Books, Technical processing, Uploading of a Thesis on Shodhganga/Institutional Academic Repository, Issue Return of a Book, Scanning of documents, ICT Skill, Writing notes & drafts, Power Point Presentation and other Spheres of Library operation/services including the proficiency in Computer Application and Typing by a committee duly constituted by Competent Authority.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "LIBRARY ATTENDANT"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Question / Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Basic Library Practice and relevant tasks	5	50	25	1.00 hr

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Questions related to computer knowledge and knowledge on circulation (Issue, return & renewal), assistance to users, assistance in stock verification, assistance in the repair of damaged books etc. and assistance in reprographic section. The question may also be from all the spheres of Library Science.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Questions related to computer knowledge and knowledge on circulation (Issue, return & renewal), assistance to users, assistance in stock verification, assistance in the repair of damaged books etc. and assistance in reprographic section. The question may also be from all the spheres of Library Science.

Skill Test:

The Skill Test shall be conducted in a manner to test the ability of candidate in handling various processes associated with Library's functioning viz. Accessing of Books, Technical processing, Uploading of a Thesis on Shodhganga/Institutional Academic Repository, Issue Return of a Book, Scanning of documents, ICT Skill, Writing notes & drafts, Power Point Presentation and other Spheres of Library operation/services by a committee duly constituted by Competent Authority.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "SECURITY OFFICER"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions/ Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Physical efficiency test and driving test etc.	5	50	25	1.00 hr

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** -Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies Central Model Rules, 2020, Central Universities Act 2009, Statute, Ordinance Knowledge on Office Procedure i.e. Situational Judgement Labour Laws in India as applicable to University System etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	▪ Private Security Agencies (Regulation) Act, 2005. ▪ Private Security Agencies Central Model Rules, 2020. ▪ Central Universities Act 2009, Statute, Ordinances ▪ Knowledge on Office Procedure ▪ Situational Judgement Labour Laws in India as applicable to University System.

Skill Test:

Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the Committee constituted by the Competent Authority.
The skill test shall be conducted in a manner to check the Physical Efficiency Test (PET): that may involve physical exhaustion, stamina, endurance, agility, running, high jump and long jump. Driving test will also be a part of the skill test.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "SECURITY INSPECTOR"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions/ Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Physical efficiency test and driving test etc.	5	50	25	1.00 hr

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Language Proficiency in Hindi and English:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) **Domain knowledge** - Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies Central Model Rules, 2020, Central Universities Act 2009, Statute, Ordinance Knowledge on Office Procedure i.e. Situational Judgement Labour Laws in India as applicable to University System etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	▪ Private Security Agencies (Regulation) Act, 2005. ▪ Private Security Agencies Central Model Rules, 2020. ▪ Central Universities Act 2009, Statute, Ordinances ▪ Knowledge on Office Procedure ▪ Situational Judgement Labour Laws in India as applicable to University System.

Skill Test:

Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the Committee constituted by the Competent Authority.
The skill test shall be conducted in a manner to check the Physical Efficiency Test (PET): that may involve physical exhaustion, stamina, endurance, agility, running, high jump and long jump. Driving test will also be a part of the skill test.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "JUNIOR ENGINEER (CIVIL)"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions/ Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Trade test on Civil Engineering	5	50	25	1.00 hr

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) Language Proficiency in Hindi and English: In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) Domain knowledge– Civil Engineering

Surveying: Fundamental Concepts: Classification of Surveys: Chain Surveying; Compass Surveying: Leveling and Contouring: Theodosius Surveying: Tachometry; Curves; Introduction and fundamental concept of electronic measuring instrument – EDM, Total Station, GIS & GPS

Construction materials & Practice: Properties and uses of construction materials – Stones, Bricks, tiles Sand, Cement, Timber, Pasties, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar for various work

Classification of Buildings as per NBC, Site investigation for foundation as per NBC – Trial Pit and auger boring classification of foundations construction of spread footing and well foundation Stone and Brick masonry types and principles of construction: Doors and Windows – types fittings and fastenings types and functions of Lintels, Sunshades and Roofs, Flooring – Construction and types of material; Types of Stairs; Scaffolding; Types of Plastering Pointing painting and white / colour Wash.

Engineering Mechanics and Strength of materials

Forces Types of forces Parallelogram, Triangle and Polygon Law Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law – stress strain diagram. Working strength elastic constants, Poisson's ratio, Relationship between elastic constants, compound rods, temperature stresses, strain energy, Proof resilience, impact loading; Shear force and bending moment diagrams for simply supported, over hanging and cantilever beams. Relation between intensity of loading, Shear force and bending moment; theory of simple bending, modulus, modulus of section, Moment of resistance, distribution of shear stress in rectangular, circular and I – Sections; Deflection in cantilever and simply supported beams subjected to loading columns and struts – Euler's and Rankine's formulae Slenderness ration, simple built-up columns; Analysis of dam and retaining walls; Simple plane and pin- jointed trusses, Stresses by method of joints and method of sections.

Hydraulics

Properties of fluid pressure and its measurement: Types of flows, energies in fluid motion, Bernoulli's theorem and its applications- venture meter point tube; orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes- Reynolds member, measurement of velocity; open channels; Water turbines- Classification, centrifugal and reciprocation pumps; layout of hydroelectric power plant.

Quantity Surveying

Abstract estimate, detailed estimate- centerline and long & short wall method, various items of civil Engineering work as per Indian Standards; General Specifications – earth work, brick / stone masonry in cement mortar, RCC, plastering in cement mortar, Floor finishes with ceramic tiles and marbles, white washing. Color washing; Standard schedule of rates, lead and lift preparation of lead statement; Computation of earth Work – Mid- ordinate, mean Sectional area, Trapezoidal method, prismoidal Rule; Approximate estimate-Plinth area and cubic rate estimate.

Design of Structures (RCC and Steel)

RCC structures: Design Philosophies- Principles and concepts of working stress method and limit state method, loads and permissible stresses, IS specification, analysis and designrectangular beam, slab, T – beam, column, footing and stair case.

Steel Structures: Properties of steel section loads and permissible stresses. Is specifications, Analysis and design- welded joints, beam, column, base tension member; Design of roof truss.

Irrigation Engineering

Definition Duty, delta, base period, rainfall and its measurement, factors affecting runoff methods of computing maximum flood discharge; Classification of head works, component parts of a weir and barrage, factors influencing selection of site – reservoirs and dams; Classification of canals, canal lining, cross drainage works; Soil erosion, water logging, soil water plant relationship; Necessity of irrigation – advantages and disadvantages, irrigation methods.

Environmental Engineering:

Basics of ecosystem, water supply scheme; Sources of water; Conveyance of water – pipes, joints and laying; Testing of water, drinking water standards; Treatment of water, Distribution of water; Water supply connection to a building.

Quantity of sewage, surface drains, design of sewers running half full, limiting velocities; laying of sewers, sewage, sewer appurtenances; Collection of sewage samples, characteristics of domestic and industrial sewage-BOD, COD; Sewage treatment, septic tank & soak pit, sewage disposal – dilution and sewage farming; house drainage arrangement in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

Transportation Engineering:

Alignment of roads-plain and hilly terrain, surveys; Cross section of road structure, width of pavement, Chamber, Gradient, Super elevation, transition curves, horizontal and vertical alignment; Pavement making, traffic signs, traffic islands.

Types of soil, classification of soil- Textural IS Classification, physical properties-plasticity, cohesion, consolidation, compaction. Permeability, compressibility, soil moisture content, specific gravity, density; Bearing capacity of soil

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Questions shall be based on domain Knowledge as mentioned above (Syllabus of Paper-I point (v)).

Skill Test:

The skill shall be the trade test. It may be the assessment of trade skill of civil engineering etc. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.

3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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Scheme of Examination and Syllabus for Direct Recruitment to the post of "DRIVER"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions/ Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Skill test of Driving , maintenance , Servicing and Traffic signal etc.	5	50	25	1.00 hr

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) Language Proficiency in Hindi and English: In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

(v) Domain knowledge -Driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc, Knowledge of Maintenance of Vehicle, i.e., tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/ hose pipes etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc, Knowledge of Maintenance of Vehicle, i.e., tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/ hose pipes etc.

Skill Test:

The skill test may be the assessment of skill of Driving, Maintenance & Servicing of minor defects, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems etc. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

Scheme of Examination and Syllabus for Direct Recruitment to the post of "COOK"

The following shall be the Scheme of Examination and its syllabus for recruitment-

(A) Scheme of Examination:

Paper-I (Objective type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) General Knowledge	20	20	40	2.00 hrs
(b) Reasoning Ability	20	20		
(c) Simple Arithmetic	20	20		
(d) Language Proficiency in Hindi and English	20	20		
(e) Domain knowledge	20	20		
Total:	**100**	**100**		

Paper-II (Descriptive type test)				
Test Components	**No. of Questions**	**Marks**	**Minimum Qualifying marks**	**Time**
(a) Noting and Drafting	4	40	50	2.00 hrs
(b) Domain knowledge	6	60		
Total:	**10**	**100**		

Skill Test				
Test Components	**No. of Questions/ Tasks**	**Marks**	**Minimum Qualifying marks**	**Time**
Techniques of cooking/baking, preparing & displaying /serving and other relevant task.	5	50	25	1.00 hrs

(B) Syllabus:

Paper – I (Objective type test)

(i) **General Knowledge:** Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected from educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Science, National/International Organizations/ Institutions, events and General Policy etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Simple Arithmetic:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) Language Proficiency in Hindi and English: In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested. etc

(v) Domain knowledge -Procurement of food ingredients, techniques of cooking/baking, preparing and displaying /serving a variety of foods etc., caters special events as required, maintaining food quality and standards, maintaining clean work areas, utensils and equipment and kitchen inventory control etc.

Paper – II(Descriptive type test)

(i)	Noting and Drafting	Noting and Drafting related to the following Domain.
(ii)	Domain Knowledge	Procurement of food ingredients, techniques of cooking/baking, preparing and displaying /serving a variety of foods etc., caters special events as required, maintaining food quality and standards, maintaining clean work areas, utensils and equipment and kitchen inventory control etc.

Skill Test:

The skill test may be the assessment of skill of Techniques of cooking/baking, preparing and displaying /serving a variety of foods etc. The Skill test shall be qualifying in nature.

Note:

1. **The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test (Paper-II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test.**
2. The marks allocated for the Skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25.
3. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) subject to qualifying the skill test.
4. 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.
5. The questions in the written test will be of the level of Post.
6. PwBD candidates may be provided compensatory time of 20 minutes per hours of examinations. They shall also be provided scribe facility as per rules on production of relevant certificate issued by the Competent Authority in the prescribed format.
7. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
   (i) Aggregate marks in the qualifying examination for the post.
   (ii) In case of failing the above, Date of Birth will be criteria. The senior in age will be given preference.
8. In case of any ambiguity, the decision of the University shall be final and binding.

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