

**(i) Section Officer**

**Selection Criteria and Scheme of Examination for the direct recruitment for the post of Section Officer**

**Group B (Non-gazetted) post, Pay Band II – Grade Pay Rs. 4600**

**1. General Description:**

- 1.1 The selection process shall consist of written test of two stages:
  - A) Objective type test
  - B) Descriptive type test.
- 1.2 Objective type test shall be a qualifying only and Descriptive type test shall be selection / merit test.
- 1.3 As far as possible both tests i.e. Objective type test and Descriptive type test may be conducted on the same day of Examination subject to the administrative convenience.
- 1.4 The answer sheets of Descriptive type test shall be evaluated only of those candidates who qualify the first stage, Objective type test.
- 1.5 Selection of the candidates shall be based on the performance in the Descriptive type test. The performance of the candidates in the Descriptive type test shall be considered by the Selection Committee for drawing the merit list and to submit its recommendations to the appointing authority subject to scoring 50% marks & fulfilling other terms and conditions of the appointment.
- 1.6 PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- 1.7 The standard of questions will be of level as per essential qualifying degree / certificate / experience required for the post.
- 1.8 Medium – English and Hindi (Except English Paper).
- 1.9 In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration.

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

- 2.1 The examination will consist of two stages, stage I – Objective type test of 100 marks and stage II – Descriptive type test of 100 marks.

2.1.1 **The Scheme of Examination for Objective type test (Stage – I) is given below:**

Section	Paper	No. of questions (01 Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Subject knowledge	30	30	2 Hours	As per Government of India's Rules	1. 50% for General; and 2. 45% for SC/ST/OBC (NC) & PH
B	General English	20	20			
C	General Knowledge & Current Affairs	20	20			
D	General Intelligence & Reasoning	15	15			
E	Quantitative Aptitude	15	15			
<b>Total</b>		<b>100</b>	<b>100</b>			

2.1.2 **The Scheme of Examination for Descriptive type test (Stage – II) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories
A	General English - Précis, letter writing, noting, drafting and applied English grammar	30	3 Hours	As per Government of India's Rules
B	Office Procedure, Service Rules and University Administration	40		
C	Financial regulations and Financial Administration including book- keeping.	30		
<b>Total</b>		<b>100</b>		

2.2 **Indicative Syllabus of Objective Type Test – 100 Marks (Stage - I):**

2.2.1 **(Section A) - Subject knowledge (30 Marks):**

Office procedure, service rules, financial regulations, University Administration and Financial Administration including book- keeping.

2.2.2 **(Section B) - General English (20 Marks):**

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

**2.2.3 (Section C) - General Knowledge and Current Affairs (20 Marks):**

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience as may be expected of any educated person. The test may also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Govt. policy on Education and Higher Education scenario in India.

**2.2.4 (Section D) - General Intelligence & Reasoning (15 Marks):**

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification and Critical thinking.

**2.2.5 (Section E) - Quantitative Aptitude (15 Marks):**

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.

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

**2.3 Indicative Syllabus of Descriptive Type Test - 100 Marks (Stage – II):**

**2.3.1 (Section A) - General English (30 Marks):**

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

**2.3.2 (Section B) - Office Procedure, Service Rules & University Administration (40 Marks):**

**Office Procedure:** Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding

out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

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

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

### **2.3.3 (Section C) - (30 Marks):**

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

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**(ii) Senior Assistant**

**Selection Criteria and Scheme of Examination for the direct recruitment for the post of Senior Assistant**

**Group B (Non-gazetted) post, Pay Band II – Grade Pay Rs. 4200**

**1. General Description:**

- 1.1 The selection process shall consist of written test of two stages:
  - A) Objective type test
  - B) Descriptive type test.
- 1.2 Objective type test shall be a qualifying only and Descriptive type test shall be selection / merit test.
- 1.3 As far as possible both tests i.e. Objective type test and Descriptive type test may be conducted on the same day of Examination subject to the administrative convenience.
- 1.4 The answer sheets of Descriptive type test shall be evaluated only of those candidates who qualify the first stage, Objective type test.
- 1.5 Selection of the candidates shall be based on the performance in the Descriptive type test. The performance of the candidates in the Descriptive type test shall be considered by the Selection Committee for drawing the merit list and to submit its recommendations to the appointing authority subject to scoring 50% marks & fulfilling other terms and conditions of the appointment.
- 1.6 PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- 1.7 The standard of questions will be of level as per essential qualifying degree / certificate / experience required for the post.
- 1.8 Medium – English and Hindi (Except English Paper).
- 1.9 In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
  - a) By referring to the marks in Section B of the descriptive type written test.
  - b) By referring to the marks in Section C of the descriptive type written test.
  - c) By referring to the marks in Section A of the descriptive type written test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration.

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

- 2.1 The examination will consist of two stages, stage I – Objective type test of 100 marks and stage II – Descriptive type test of 100 marks.

2.1.1 **The Scheme of Examination for Objective type test (Stage – I) is given below:**

Section	Paper	No. of questions (01 Mark Each)	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Subject knowledge	30	30	2 Hours	As per Government of India's Rules	1. 50% for General; and 2. 45% for SC/ST/OBC (NC) & PH
B	General English	20	20			
C	General Knowledge & Current Affairs	20	20			
D	General Intelligence & Reasoning	15	15			
E	Quantitative Aptitude	15	15			
<b>Total</b>		<b>100</b>	<b>100</b>			

2.1.2 **The Scheme of Examination for Descriptive type test (Stage – II) is given below:**

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories
A	General English - Précis, letter writing, noting, drafting and applied English grammar	30	3 Hours	As per Government of India's Rules
B	Office Procedure, Service Rules and University Administration	40		
C	Financial regulations and Financial Administration including book- keeping.	30		
<b>Total</b>		<b>100</b>		

2.2 **Indicative Syllabus of Objective Type Test – 100 Marks (Stage - I):**

2.2.1 **(Section A) - Subject knowledge (30 Marks):**

Office procedure, service rules, financial regulations, University Administration and Financial Administration including book- keeping.

2.2.2 **(Section B) - General English (20 Marks):**

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

2.2.3 **(Section C) - General Knowledge and Current Affairs (20 Marks):**

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test

knowledge of current events and of such matters of every day observations and experience as may be expected of any educated person. The test may also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Govt. policy on Education and Higher Education scenario in India.

**2.2.4 (Section D) - General Intelligence & Reasoning (15 Marks):**

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification and Critical thinking.

**2.2.5 (Section E) - Quantitative Aptitude (15 Marks):**

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.

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

**2.3 Indicative Syllabus of Descriptive Type Test - 100 Marks (Stage – II):**

**2.3.1 (Section A) - General English (30 Marks):**

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

**2.3.2 (Section B) - Office Procedure, Service Rules & University Administration (40 Marks):**

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

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

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

**2.3.3 (Section C) - (30 Marks):**

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

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**(iii) Multi Tasking Staff (Office Attendant)**

**Selection Criteria and Scheme of Examination for the direct recruitment for the post of Multi Tasking Staff (Office Attendant) Group C post, Pay Band I – Grade Pay Rs. 1800**

**1. General Description:**

- 1.1 The selection procedure will be based on the written test (Objective type).
- 1.2 Selection of the candidates shall be based on the performance in the Objective type test, who have qualified the test. The performance of the candidate's in the Objective type test, who have qualified it, shall be considered by the Selection Committee for drawing the merit list and to submit its recommendations to the appointing authority subject to scoring minimum qualifying marks as prescribed & fulfilling other terms and conditions of the appointment.
- 1.3 PWD candidates will be provided Scriber and extra time for written test as per Govt. of India Rules.
- 1.4 The standard of questions will be of level as per essential qualifying degree / certificate / experience required for the post.
- 1.5 There shall be no negative marking in the test.
- 1.6 In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
- a) By referring to the marks in Section A of the objective type test.
  - b) By referring to the marks in Section B of the objective type test.
  - c) By referring to the marks in Section C of the objective type test.
  - d) Date of birth i.e. the candidate older in age gets preference.
  - e) By referring to the alphabetical order of the names taking first name into consideration.

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

- 2.1 The examination will consist of Objective type test 100 Marks as shown below:

<b>Section</b>	<b>Paper</b>	<b>No. of questions (01 Mark Each)</b>	<b>Marks</b>	<b>Time Duration</b>	<b>Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories</b>	<b>Minimum Qualifying marks of this paper out of total 100 marks</b>
A	General Intelligence & Reasoning	25	25	2 Hours	As per Government of India's Rules	1. 50% for General; and 2. 45% for SC/ST/OBC (NC) & PH
B	Numerical Aptitude	25	25			
C	General English	25	25			
D	General Awareness	25	25			
	<b>Total</b>	<b>100</b>	<b>100</b>			

## **2.2 Indicative Syllabus of Objective Type Test – 100 Marks:**

### **2.2.1 (Section A) - General Intelligence & Reasoning (25 Marks):**

It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

### **2.2.2 (Section B) - Numerical Aptitude (25 Marks):**

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

### **2.2.3 (Section C) - General English (25 Marks):**

Candidate's understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc., his/her writing ability would be tested.

### **2.2.4 (Section D) - General Awareness (25 Marks):**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

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

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