

Selection Criteria and Scheme of Examination for the direct recruitment for the post of Assistant, Pay Level – 6.

1. General Descriptions:

- I. The selection process shall consist of following Papers:
 - A. Objective Type Test (Paper – I)
 - B. Descriptive Type Test (Paper – II)
 - C. Skill Test – Typing Test
- II. The Objective type test (Paper – I) shall be conducted first which will be of qualifying nature.
- III. The minimum qualifying marks to be secured in Paper I shall be 40% for UR, 35% for OBC (NC) & EWS and 30% for others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for the Skill test.
- IV. The typing test shall be qualifying in nature. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD (VH and Cerebral Palsy) candidates will be allowed Scribe and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. 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 Typing test.
 - c) By referring to the marks in Section A of the Objective 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:

The examination will consist of two papers, Paper – I (Objective type test) of 100 marks and Paper – II (Descriptive type test) of 100 marks.

2.1 The Scheme of Examination for Paper – I (Objective type test) is given below:

Part	Paper	No. of questions (01Mark 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 mark
A	Proficiency in Computer Operation	20	20	1.5 hours	As per Government of India's Rule	1. 40% for UR 2. 35% for OBC(NC) & EWS 3. 30% for others
B	General English	20	20			
C	General Knowledge & Current Affairs	20	20			

D	General Intelligence & Reasoning	20	20			
E	Quantitative Aptitude	20	20			

2.2 The Scheme of Examination for Paper-II (Descriptive type test) is given below:

Part	Paper	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 mark
A	General English – Precis, letter writing, noting, drafting and applied English grammar	5 Questions X 6 Marks = 30 Marks	1.5 hours	As per Government of India's Rule	1. 50% for UR 2. 45% for OBC(NC) & EWS 3. 35% for others
B	Office Procedure, Service Rules and University Administration	5 Questions X 6 Marks = 30 Marks			
C	GFR, Financial Regulations and Financial Administration including book-keeping	6 Questions X 5 Marks = 30 Marks			

Section A: Indicative Syllabus of Paper – I (Objective Type Test): 100 Marks

I. Part A – Proficiency in Computer Operation (20 Marks)

Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.

II. Part B – General English (20 Marks)

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

III. Part C – General Knowledge & Current Affairs (20 Marks)

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

IV. **Part D – General Intelligence & Reasoning (20 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 center codes/roll numbers, Small & Capital letters/numbers coding, decoding and Classification and Critical thinking.

V. **Part E – Quantitative Aptitude (20 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 relationship between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and Distance, Time and Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances. There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

Section B: Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

I. **Part 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.

II. **Part 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 Sensitization 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.

III. **Section C – Financial Regulations (30 Marks)**

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

Section C: Skill Test (Typing/Computer Proficiency Test):

The Institute will hold typing test in the following manner

English typing speed @35 w.p.m.

Or

Hindi typing speed @30 w.p.m.