

**(i) Personal Assistant**

**Selection Criteria and Scheme of Examination for the direct recruitment for the post of Personal Assistant Group B (Non-gazetted) post, Pay Band-II, Grade Pay Rs. 4200**

**1. General Description:**

- 1.1 The selection process shall consist of the following stages:
  - A) Stage I - Objective type test
  - B) Stage II – Skill test (Stenography/ Typing test)
  - C) Stage III – Descriptive type test
- 1.2 The Objective type test shall be conducted first for screening/ shortlisting the candidates in the ratio of 1:10 of the posts for skill test and the qualified candidates in the skill test shall be called for Descriptive test.
- 1.3 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.
- 1.4 PwD candidates will be provided Scriber and extra time for written test as per Govt. of India Rules.
- 1.5 The standard of questions will be of level as per essential qualifying degree / certificate / experience required for the post.
- 1.6 Medium- English and Hindi (Except English paper)
- 1.7 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 A of the descriptive type written test.
  - c) Date of birth i.e. the candidate older in age gets preference.
  - d) 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 three stages, Stage I - Objective type test, Stage II – Skill test and Stage III – Descriptive type test.

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	General English	30	30	2 Hours	As per Government of India's Rules	1. 50% for General; and 2. 45% for SC/ST/OBC (NC) & PwD
B	General Knowledge, Current Affairs & University Administration	30	30			
C	General Intelligence & Reasoning	20	20			
D	Quantitative Aptitude	20	20			
	<b>Total</b>	<b>100</b>	<b>100</b>			

2.1.2 **The Scheme of Skill test (Stenography/ Typing test) – Stage- II:**

The test shall be qualifying one unless otherwise specified and the percentage of qualifying marks shall be 40, and no grace marks will be awarded. However, the relaxation in the qualifying standards are given to SC/ST/PwD candidates as per the existing rules of the University.

Dictation of passage (ENGLISH) at 100 words per minute of ten minutes duration to be transcribed in 50 minutes with a maximum of 100 marks;

OR

Dictation of passage (HINDI) at 100 words per minute of ten minutes duration to be transcribed in 65 minutes with a maximum of 100 marks;

**The evaluation of shorthand test/ stenography is given as under:**

Shorthand speed	Marks for five percent mistake (i.e. Maximum permissible)	Additional marks for each mistake less than the permissible limit
100 words per minute for ten minutes	40 (for 50 mistakes)	1

2.1.3 **The Scheme of Examination for Descriptive type test (Stage -III) 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 – Essay, précis, letter writing, noting, drafting and applied grammar	50	3 Hours	As per Government of India's Rules
B	Office Procedure, Service Rules and University Administration	50		
	<b>Total</b>	<b>100</b>		

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

**2.2.1 (Section A) - English Language (30 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.

**2.2.2 (Section B) - General Knowledge, Current Affairs & University Administration (30 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 neighbouring countries especially pertaining to History, Culture, Geography, Economics, Govt. policy on Education and Higher Education scenario in India and University Administration.

**2.2.3 (Section C) - 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 centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Critical thinking, Emotional Intelligence, Social Intelligence.

**2.2.4 (Section D) - 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 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.

**2.2.5** 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 – III):**

**2.3.1 (Section A) - General English (50 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 (50 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.

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**(ii) Stenographer**

**Selection Criteria and Scheme of Examination for the direct recruitment for the post of Stenographer Group C post, Pay Band-I, Grade Pay Rs. 2400**

**1. General Description:**

- 1.1 The selection process shall consist of the following stages:
  - A) Stage I - Objective type test
  - B) Stage II – Skill test (Stenography/ Typing test)
  - C) Stage III – Descriptive type test
- 1.2 The Objective type test shall be conducted first for screening/ shortlisting the candidates in the ratio of 1:10 of the posts for skill test and the qualified candidates in the skill test shall be called for Descriptive test.
- 1.3 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.
- 1.4 PwD candidates will be provided Scriber and extra time for written test as per Govt. of India Rules.
- 1.5 The standard of questions will be of level as per essential qualifying degree / certificate / experience required for the post.
- 1.6 Medium- English and Hindi (Except English paper)
- 1.7 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 A of the descriptive type written test.
  - c) Date of birth i.e. the candidate older in age gets preference.
  - d) 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 three stages, Stage I - Objective type test, Stage II – Skill test (Stenography/ Typing test) and Stage III – Descriptive type test.

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	General English	30	30	2 Hours	As per Government of India's Rules	1. 50% for General; and 2. 45% for SC/ST/OBC (NC) & PwD
B	General Knowledge, Current Affairs & University Administration	30	30			
C	General Intelligence & Reasoning	20	20			
D	Quantitative Aptitude	20	20			
<b>Total</b>		<b>100</b>	<b>100</b>			

2.1.2 **The Scheme of Skill test (Stenography/ Typing test) – Stage- II:**

The test shall be qualifying one unless otherwise specified and the percentage of qualifying marks shall be 40, and no grace marks will be awarded. However, the relaxation in the qualifying standards are given to SC/ST/PwD candidates as per the existing rules of the University.

Dictation of passage (ENGLISH) at 80 words per minute for seven minutes duration to be transcribed in 55 minutes with a maximum of 100 marks;

OR

Dictation of passage (HINDI) at 80 words per minute for seven minutes duration to be transcribed in 65 minutes with a maximum of 100 marks;

**The evaluation of shorthand test/ stenography is given as under:**

Shorthand speed	Marks for five percent mistake (i.e. Maximum permissible)	Additional marks for each mistake less than the permissible limit
80 words per minute for seven minutes	40 (for 28 mistakes)	2

2.1.3 **The Scheme of Examination for Descriptive type test (Stage -III) 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 – Essay, précis, letter writing, noting, drafting and applied grammar	50	3 Hours	As per Government of India's Rules
B	Office Procedure, Service Rules and University Administration	50		
<b>Total</b>		<b>100</b>		

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

**2.2.1 (Section A) - English Language (30 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.

**2.2.2 (Section B) - General Knowledge, Current Affairs & University Administration (30 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 neighbouring countries especially pertaining to History, Culture, Geography, Economics, Govt. policy on Education and Higher Education scenario in India and University Administration.

**2.2.3 (Section C) - 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 centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Critical thinking, Emotional Intelligence, Social Intelligence.

**2.2.4 (Section D) - 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 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.

**2.2.5** 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 – III):**

**2.3.1 (Section A) - General English (50 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 (50 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.

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**(iii) Junior Assistant cum Typist**

**Selection Criteria and Scheme of Examination for the direct recruitment for the post of Junior Assistant cum Typist Group C post, Pay Band-I, Grade Pay Rs. 1900**

**1. General Description:**

- 1.1 The selection process shall consist of the following stages:
  - A) Stage I - Objective type test
  - B) Stage II – Skill test (Typing test)
  - C) Stage III – Descriptive type test
- 1.2 The Objective type test shall be conducted first for screening/ shortlisting the candidates in the ratio of 1:10 of the posts for skill test and the qualified candidates in the skill test shall be called for Descriptive test.
- 1.3 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.
- 1.4 PwD candidates will be provided Scriber and extra time for written test as per Govt. of India Rules.
- 1.5 The standard of questions will be as per essential qualifying degree / certificate / experience required for the post.
- 1.6 Medium- English and Hindi (Except English paper)
- 1.7 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 three stages, Stage I - Objective type test, Stage II – Skill test and Stage III – Descriptive type test.

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	General English	30	30	2 Hours	As per Government of India's Rules	1. 50% for General; and 2. 45% for SC/ST/OBC (NC) & PwD
B	General Knowledge, Current Affairs & University Administration	30	30			
C	General Intelligence & Reasoning	20	20			
D	Quantitative Aptitude	20	20			
	<b>Total</b>	<b>100</b>	<b>100</b>			

2.1.2 **The Scheme of Skill test (Typing test) – Stage- II:**

The test shall be qualifying one unless otherwise specified. However, the relaxation in the qualifying standards are given to SC/ST/PwD candidates as per the existing rules of the University.

In typewriting test, the candidates attaining the minimum speed of 30 words per minute (25 words in the case of Hindi typewriting) may be awarded 60 marks and 2 marks for each additional word typed per minute above 30/25 (Hindi) words per minute.

Typewriting Test for five minutes duration from a given passage with a maximum of

- Qualifying Speed
- English Typing 30 words per minute
  - Hindi Typing 25 words per minute

2.1.3 **The Scheme of Examination for Descriptive type test (Stage -III) 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 – Essay, précis, letter writing, noting, drafting and applied 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) - English Language (30 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.

**2.2.2 (Section B) - General Knowledge, Current Affairs & University Administration (30 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 neighbouring countries especially pertaining to History, Culture, Geography, Economics, Govt. policy on Education and Higher Education scenario in India and University Administration.

**2.2.3 (Section C) - 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 centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification and Critical thinking.

**2.2.4 (Section D) - 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 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.

**2.2.5** 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 – III):**

**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.

**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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