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4.3 Ministerial Posts:

4.3.1 Scheme of Examination for Direct Recruitment to the post of Section Officer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Section Officer** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours		
		NO. OF QUESTIONS	OF	MARKS
(i)	General awareness	30		60
(ii)	Reasoning ability	40		80
(iii)	Mathematical ability	40		80
(iv)	Test of Language English or Hindi	40		80
	TOTAL	150		300

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	200



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C. Syllabus:

Paper - I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events 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) Mathematical Ability: 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) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction	25 marks (200 words)



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would be sought on a given situation test case	
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3.2 Scheme of Examination for Direct Recruitment to the post of Senior Assistant

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be



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designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events 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) Mathematical Ability: 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) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)



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Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3.3. Scheme of Examination for Direct Recruitment to the post of Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	2 hours*	150
Total Marks			450

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 2 hours
		MARKS
	Descriptive Type	150
	TOTAL	150

C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its



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neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events 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) Mathematical Ability: 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) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks

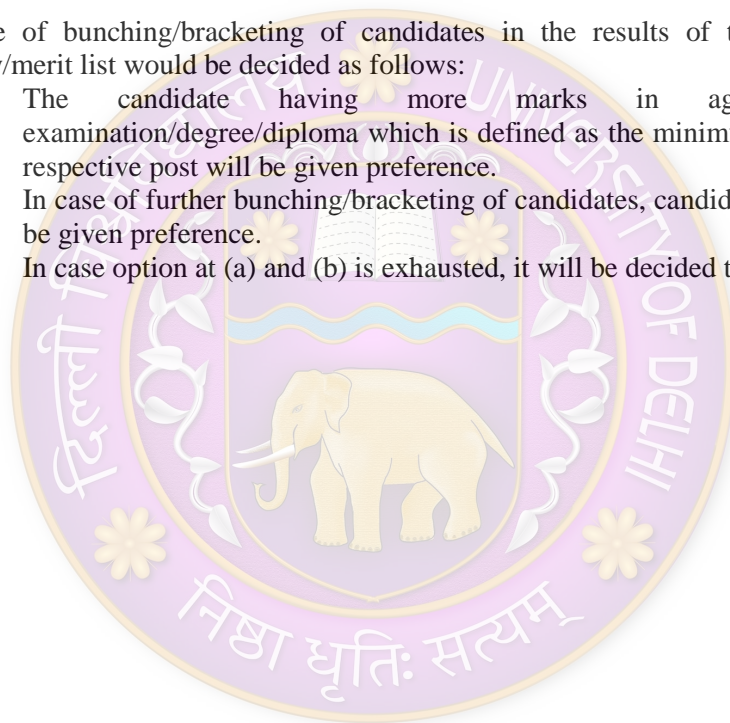
Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/ examination which is defined as the minimum eligibility for the respective post.



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3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PWBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Paper I and Paper II separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.3.4 Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5 hour	100
Total Marks			300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
TOTAL		200	200

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay, comprehension & letter writing	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test



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

C. Syllabus:

Paper I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events 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) **Mathematical Ability:** 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) **Test of English or Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

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

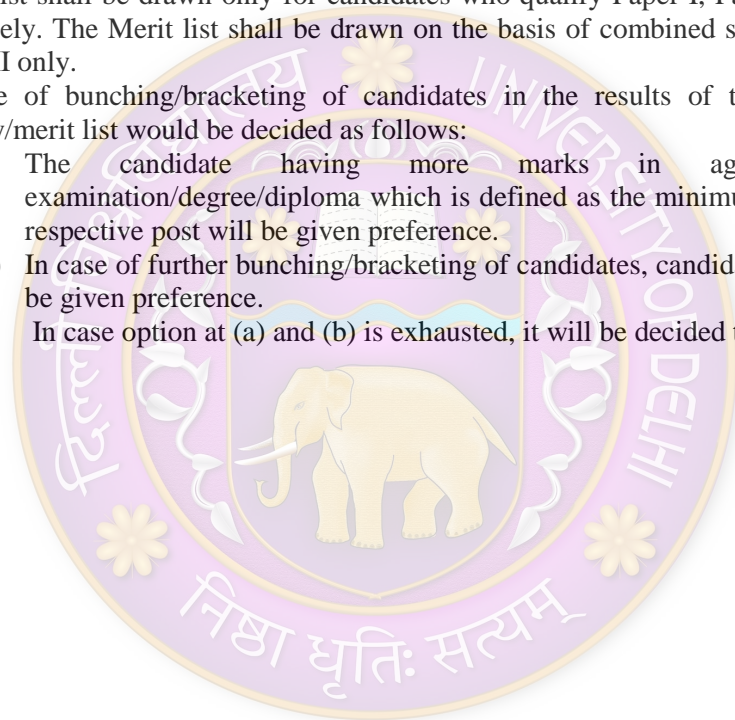
Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.



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2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.3.5 Scheme of Examination for Direct Recruitment for the post of MTS

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of MTS

A. Scheme of Examination:

Written Test		
Paper – I (MCQ Type) (100 questions)	Time: 2 hrs.*	Max. Marks: 200 marks
Total Marks		200 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTION S	MARKS
(i)	General awareness	25	50
(ii)	Reasoning ability	25	50
(iii)	Mathematical ability	25	50
(iv)	Test of Language English or Hindi	25	50
	TOTAL	100	200

B. Syllabus:

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



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(iii) Mathematical Ability: 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) Test of English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for written test will be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in Written test to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify the written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3.6 Scheme of Examination for Limited Departmental Examination for the post of Section Officer

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Section Officer** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.7 Scheme of Examination for Limited Departmental Examination for the post of Senior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.8 Scheme of Examination for Limited Departmental Examination for the post of Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
	TOTAL	200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.9 Scheme of Examination for Limited Departmental Examination for the post of Junior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Junior Assistant** through limited departmental exams.

A. Scheme of Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2hours	100 marks (100 questions)
Paper-II	Essay in English or Hindi	1 hour	100
Total Marks			200

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours
		MARKS
(i)	General Awareness including Numerical Ability	20
(ii)	Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinances	20
(iii)	Application of Office Procedures, Rules & Regulations	20
(iv)	Skill in noting and drafting	20
(v)	General English and Hindi	20
TOTAL		100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay in English or Hindi	100
TOTAL		100

SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test*

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



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Exemption from qualifying the typing test:

The genuine attempts for exemption from qualifying the typing test on computer after attaining the age of 45 years for the purpose of promotion to the post of Junior Assistant under 25% quota reserved for Multi Tasking Staff (erstwhile Group-D employees) will be determined as follows-

“A minimum typing speed of 15 w.p.m on computer in any two attempt out of the total attempts made, may be considered as ‘Genuine Attempt’.”

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.10 Scheme of Examination for Limited Departmental Examination for the post of Senior Personal Assistant

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Personal Assistant** through limited departmental examinations.

No written test.

Skill Test Norms

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

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
- The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
- The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
- A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
- The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.3.11 Scheme of Examination for Limited Departmental Examination for the post of Personal Assistant

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Personal Assistant** through limited departmental examinations.

Scheme of Examination:

A	WRITTEN TEST COMPONENTS (02 Hours)	MARKS
(i)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	30
(ii)	Skills in noting and drafting	30
(iii)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	60
	TOTAL	100
B	Skill Test as described below	Qualifying

Skill Test Norms

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

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
- The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
- The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
- A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
- The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



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4.4. Technical Posts:

4.4.1 Scheme of Examination for Direct Recruitment for the post of SENIOR TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **SENIOR TECHNICAL ASSISTANT**

A. Scheme of Examination:

Paper -I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities 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.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40



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(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) General science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Senior Technical Assistant (Computer) the questions may be based on computer science and computer applications.

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

(iii) Reasoning ability: The syllabus of General Intelligence 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.

(iv) Mathematical ability: The test of Arithmetical and Numerical Ability 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.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.

The paper will cover the following areas:

Topic	Marks allocated
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<ul style="list-style-type: none">• Subject specific laboratory based practical questions• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
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D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. 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 question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.4.2 Scheme of Examination for Direct Recruitment for the post of TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **TECHNICAL ASSISTANT**

A. Scheme of Examination:

Written Test		
Paper - I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities 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.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical Ability	30	60



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(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) General Science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Technical Assistant (Computer) the questions may be based on computer science and computer applications.

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

(iii) Reasoning Ability: The syllabus of General Intelligence 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.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability 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.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.

Topic	Marks allocated
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<ul style="list-style-type: none">• Subject specific laboratory based practical questions• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
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D. Skill Test:

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

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 question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if, the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.4.3 Scheme of Examination for Direct Recruitment for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ASSISTANT**

A. Scheme of Examination:

Written Test		
Paper – I (MCQ) General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities 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.	Time: 1 hr.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40



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(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) General Science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

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

(iii) Reasoning Ability: The syllabus of General Intelligence 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.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability 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.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.
The paper will cover the following areas:

Topic	Marks allocated
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<ul style="list-style-type: none">• Subject specific laboratory based practical questions• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
---	--

D. Skill Test:

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

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 question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.4.4 Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ATTENDANT**

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTION S	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus:

(i) General Science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Computer Laboratory Attendant the questions may be based on computer science and computer applications.



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

(iii) Reasoning Ability: The syllabus of General Intelligence 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.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability 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.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.4.5 Scheme of Examination for Limited Departmental Examination for the post of SENIOR TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **SENIOR TECHNICAL ASSISTANT** through limited departmental examination.

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- graduate)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

B. Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology, Electronic Science, Computer Science etc. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/ PwBD category as applicable).



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3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.





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4.4.6 Scheme of Examination for Limited Departmental Examination for the post of TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **TECHNICAL ASSISTANT** through limited departmental exams.

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Paper II Lab based practical test (50 marks) (level- class XII)		
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology, Electronic Science, Computer Science etc. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.



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2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.





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4.4.7 Scheme of Examination for Limited Departmental Examination for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **LABORATORY ASSISTANT** through limited departmental exams.

A. Scheme of Examination:

Paper I (MCQ) General Awareness (50 marks) General Awareness pertaining to Lab functioning of the specific subject area Knowledge of Computers (50 Marks) Paper II Lab based practical test (50 marks) (level- class X)	Time: 2 hrs.	Max. Marks allowed: 100 + 50 marks
Service Record 50 marks		Max. Marks allowed: 50 marks
Total Marks (150+50)		200 marks

B. Paper I:

General Awareness: Multiple choice questions will be asked from routinely used equipment, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology, Electronic Science, Computer Science, etc.

In case of appointment in departments under the Faculty/Department of Arts/Social Sciences/Mathematical Sciences/Home Science questions pertaining to the subject matter of the concerned department may also be included.

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

C. Paper II:

Lab based practical test would be conducted in the concerned lab under the supervision of HOD of the concerned Department/Principal of College.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.



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2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.





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4.5. Library Posts:

4.5.1 Scheme of Examination for Direct Recruitment to the post of Professional Assistant

The following shall be the scheme of Examination. Components of written test and its syllabus for recruitment to the post of Professional Assistant by direct recruitment:

A. Scheme of the Examination:

Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library System etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library’s functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300



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B. Detailed Syllabus for Paper I:

(i) **Library Aptitude:** 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.

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

(iii) **Reasoning Ability:** The syllabus of General Intelligence 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.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability 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.

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

C. Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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D. Skill Test:

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

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:
Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.5.2 Scheme of Examination for Direct Recruitment to the post of Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Semi Professional Assistant by direct recruitment.

A. Scheme of the Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematics Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) Library Aptitude: 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.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries,



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especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence 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.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability 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.

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

C. Paper - II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">Knowledge and application of Library and Information Science Procedures, rules & Regulations.Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
- The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
- Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.



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5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.5.3 Scheme of Examination for Direct Recruitment to the post of Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Library Assistant by the direct recruitment:

A. Scheme of Examination:

Written Test		
Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Automation & Library Awareness	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) Library Aptitude: 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.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics,



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General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence 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.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability 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.

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

C. Paper - II: Library Automation & Library Awareness.

The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.



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5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I and Paper II, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

(i) **Library Aptitude:** 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.

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



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(iii) Reasoning Ability: The syllabus of General Intelligence 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.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability 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.

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of $1/4^{\text{th}}$ of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.5.5 Scheme of Examination for Limited Departmental Test for Promotion of Library Attendant to Library Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Attendant to Library Assistant through limited departmental exams:

An **objective type** paper of two hours (02 hrs.) duration with maximum of 100 marks, which include Library questions.

The **Multiple Choice Questions** shall judge the knowledge of Library Science for promotion to post of Library Assistant.

Out of **100 questions**, 40 questions should be related to the duties of Library Assistant, with options from Acquisition, processing & circulation, specific post for which the promotions are to be considered by the department, 20 questions of General Knowledge, 20 questions of English and 20 questions of Mathematical abilities.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie., for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.5.6 Scheme of Examination for Limited Departmental Test for Promotion of Library Assistant to Semi Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Library Assistant to Semi Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper – I Library Operations etc.	Time: 2hrs.*	Max. Marks: 150 marks
Total Marks (150)		150 marks

B. Paper: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
• Knowledge and application of Library and Information Science Procedures, rules & Regulations.	Section 1 - MCQ 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	
	Section 2 – Descriptive 50 marks (5 questions)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.5.7 Scheme of Examination for Limited Departmental Test for Promotion of Semi Professional Assistant to Professional Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of Semi Professional Assistant to Professional Assistant through limited departmental exams:

A. Scheme of the Examination:

Paper – I Library System etc.	Time: 2 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (150)		150 marks

B. Paper: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)



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C. Skill Test:

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

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:
Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (ie.,for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.6 Engineering Posts

4.6.1 Scheme of Examination for Direct Recruitment to the post of Assistant Engineer (Civil)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Assistant Engineer (Civil)** by the direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

1. Surveying

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS & GPS.

2. Construction materials & Practice

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

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.

3. Engineering Mechanics and Strength of materials

Forces- types of forces, Parallelogram, Triangle and Polygon Law of Forces, Lami's theorem; Centre of Gravity and moment of Inertia; Simple stresses and strains, Hooke's law –stress strain



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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 of section, moment of resistance, distribution of shear stress in rectangular, circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, 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.

4. Hydraulics

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venturi metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

5. Quantity Surveying

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works 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, Colour 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.

6. 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 design-rectangular 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.

7. 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.

8. Environmental Engineering



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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 arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

9. 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

Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - d) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - e) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.



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f) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

4.6.2 Scheme of Examination for Direct Recruitment to the post of Assistant Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Assistant Engineer (Electrical)** by the direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

1. Electrical Circuits

KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.

2. Electrical Measurements

Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital voltmeters, phase, frequency measurements, Q-meters, oscilloscopes

3. Control Systems

Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design



4. Analog and digital electronics

Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers, oscillators, combinational and sequential logic circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

5. Electrical Machines

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

6. Power Systems

Basic power generation concepts, transmission line models and performance, Under-ground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

7. Utilization

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

8. Power Electronics and Drives

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives



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Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.6.3 Scheme of Examination for Direct Recruitment to the post of Junior Engineer (Civil)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Engineer (Civil)** by the direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

1. Surveying

Fundamental concepts: Classification of Surveys; Chain Surveying; Compass Surveying; Levelling and Contouring; Theodolite Surveying; Tachometry; Curves; Introduction and fundamental concepts of electronic measuring instruments – EDM, Total Station, GIS &GPS

2. Construction materials &Practice

Properties and uses of construction materials – Stones, Bricks, tiles, Sand, Cement, Timber, Plastics, Glass, Asbestos, Paints, Distempers, Enamels and Varnishes; Preparation of Cement Mortar For various works

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.

3. Engineering Mechanics and Strength of materials

Forces- types of forces, Parallelogram, Triangle and Polygon Law of 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 of section, moment of resistance, distribution of shear stress in rectangular,



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circular and I- Sections ; Deflection in cantilever and simply supported beams subjected to simple loading; columns and struts - Euler's and Rankine's formulae, Slenderness ratio, 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.

4. Hydraulics

Properties of fluids, fluid pressure and its measurement; Types of flows, energies in fluid motion, Bernoulli's theorem and its applications – venture metre, pitot tube; Orifice and mouthpiece; Notches and weirs; Flow through pipes, hydraulic gradient line and total energy line, laminar and turbulent flow in pipes – Reynolds number, measurement of velocity; open channels; Water turbines - classification, centrifugal and reciprocating pumps; layout of hydroelectric power plant.

5. Quantity Surveying

Abstract estimate, detailed estimate – centerline and long & short wall method, various items of Civil Engineering works 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, Colour 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.

6.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 design-rectangular 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.

7. 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.

8. 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.



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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 arrangements in buildings; solid waste-collection and disposal; Air Pollution-sources, effects and controlling methods.

9. 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

Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.6.4 Scheme of Examination for Direct Recruitment to the post of Junior Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Engineer (Electrical)** by the direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

1. Electrical Circuits

KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.

2. Electrical Measurements

Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital voltmeters, phase, frequency measurements, Q-meters, oscilloscopes

3. Control Systems

Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design



4. Analog and digital electronics

Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers, oscillators, combinational and sequential logic circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

5. Electrical Machines

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

6. Power Systems

Basic power generation concepts, transmission line models and performance, Under- ground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

7. Utilization

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

8. Power Electronics and Drives

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives



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Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.6.5 Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Civil)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Electrical)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		200 marks

B. Syllabus of the above paper will be same as prescribed in para 4.5.1 above

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.6.6 Scheme of Examination for Limited Departmental Test for Promotion of Junior Engineer to Assistant Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for promotion of **Junior Engineer to Assistant Engineer (Electrical)** through limited departmental exams:

A. Scheme of the Examination:

Written Test		
Paper-I (Descriptive Type) (Questions will be of B.Tech./B.E. or equivalent level)	Time: 2 hours	Max. marks Allowed: 200 marks
Total Marks		200 marks

C. Syllabus of the above paper will be same as prescribed in para 4.5.2 above

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/ PwBD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 3 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies any year. In case there is no vacancy in a particular year, no test will be held.



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4.7 Scheme of Examination for Direct Recruitment for Non-Teaching positions in Department of Music

4.7.1 Accompanist –Tanpura, Violin & Sarangi

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Basic knowledge of the structure and tuning of Tanpura/Sarangi/Violin.
2. Knowledge of the notation systems laid down by Pt. Vishnu Digamber Paluskar and Pt. V.N. Bhatkhande.
3. Definition of Vadi, Samvadi, Anuvadi, Vivadi, Alap.
4. An outline of the history of Indian Music, origin and development of Dhrupad, Khyal & Thumri.
5. Definition of the following: Sangeet, Nada, Swara, Shuddha, Vikrit (Komal, Teevra), Saptak (Mandra, Madhya, Tara), Aaroha, Avaroha, Raga, Laya, Tala, Sama, Tali, Khali, Matras, Avartana.
6. Description of the following Gharanas – Gwalior, Agra, Jaipur and Kirana Gharanas.
7. Description of the Ragas prescribed in the course.
8. Notation writing of a Chhota Khayal/ Drut Gat.

Skill Assessment:

1. Proficiency in any one of the following instruments:

- (i) Tanpura (ii) Sarangi (iii) Violin

2. Eight Tala-baddha Alankaras set to different Chhandas.



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3. Aaroha, Avaroha, Pakad, Vilambit Khayal & Drut Khayal, Vilambit & Drut gat in the following Ragas: Yaman, Bhairav, Bhupali with elaborations in few Todas.
4. The recitation of Thekas of Teen Taal, Keharwa, Dadra and Jhaptal, taal keeping with hand beats.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.2 Karnatak Instrumental Music –Accompanist – Veena & Violin

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Technical terminology – Elementary knowledge of Nada, Sruti, Swara, Swarasthana, Raga, Aroha, Avaroha, Laya , Tala, Anibaddha, Nibaddha
2. Brief Ragalakshana of Mayamalavagaula /Shankarabharana
3. Understanding of basic notation system.
4. Knowledge of different parts of the instrument and basic playing techniques.
5. Technical Terminology – Elementary knowledge of Gamakas, Mela, Janaka –Janya Ragas , Vadi, Samvadi , Anuvadi and Vivadi , Varja ,Vakra, Sampoorna
6. Sooladi SaptaTalas and their five Jatis.
7. Knowledge of Musical forms Namavali, Gitam, Varnam ,Kriti .
8. Ability to write simple notations in AdiTala.
9. Knowledge of brief Raga lakshanas of ragas taught.
10. Important contributions of any two:

Veena: Veena Dhanammal, Karaikudi Brothers, Veena Sheshanna, Mysore Doraiswamy Iyengar

Violin: Rajamanikyam Pillai , Mysore Chowdiah , Tirukodikaval Krishna Iyer, Parur SundaramIyer.

Skill Assessment:

1. Basic Technique of holding the instrument, plucking/ bowing and fingering.
2. Knowledge of 12 Swarasthanas.
3. Acquaintance with three major speeds – Slow (Vilamba), Medium (Madhya), Fast



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(Druta).

4. Simple Swara exercises – Variation in three speeds.
5. Elementary knowledge of tech terms swara, swarasthana, laya, tala etc.
6. Understanding of different parts of the instrument.
7. Elementary knowledge of tuning Veena/ Violin.
8. One Nottuswara composition of MuthuswamiDikshitar/ Namavali/ or any simple composition in Adi/ RupakaTalam in a Raga of choice.
9. One simple Geetam and a Simple Varnam in Adi/ RupakaTalam in a Raga of choice.
10. Knowledge of brief raga lakshanas of ragas taught.
11. Contribution of Ragamanikyan Pillai and Tirakodikaval Krishna Iyer, Parun Sundaram Iyer.
12. Understanding of basic notation system.
13. Tuning of Veena/Violin instrument opted for.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.3 Hindustani Instrumental Music-Accompanist – Harmonium

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief History of Harmonium.
2. Write ten advance Alankars.
3. Drawing sketch of Harmonium with its various parts.
4. Definition of That, Raga, Tala, Naad and its characteristics, Harmony and Melody.
5. Write ten Alankars with finger techniques.
6. Definition of Swar, Saptak, Vadi, Samvadi, Pakad.
7. Description of Ragas prescribed.
8. Write notation of a fast Gat/ Bandish in prescribed Ragas.
9. Notation of Talas with Dugun & Chaugun.

Skill Assessment:

1. Elementary Knowledge of Harmonium, its various parts and various types of Harmoniums and finger techniques.
2. Structural details of Harmonium.
3. Ability to play & write (10) ten Alankars of shuddha&vikritswaras.
4. Ability to write a notation of any fast composition in Bhatkhande's notation system.
5. 15 general alankars with finger techniques in above mentioned ragas.
6. Ability to play fast/Drut compositions with alaap and atleast 10 tanas in one of the following ragas:
 - a) AlhaiyaBilawal
 - b) Bihag
 - c) Malkauns
 - d) Yaman
 - e) Bhupali
 - f) Bhairav



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7. Elementary knowledge of shuddha and vikritswaras, saptak, vadi, samvadi, pakad.
8. Ability to play a dhun in Raga Kafi or Khamaj.
9. Elementary knowledge of Chautala, Jhaptala, Dadra, Teentaal, Ektal & Keherwa.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.4 Karnatak Percussion Music-Accompanist – Mridangam

Scheme of Examination:

Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Technical terminology –Elementary knowledge of all important terms used in practical lessons taught in SEC I-Tattakaram, Chapu, Meettu, Toppi, Varu, Choru.
2. Understanding the concept of Tala, Laya, Gati
3. Understanding of different parts of the instrument.
4. Understanding of basic notation system.
5. Technical terminology – all terms used in the practical lessons taught in SEC II – Mohra, Pharan, Korvai, Arudi, Jaati, Gati.
6. Sulaadi Saptatalas with Jaatibhedas
7. Contribution of Palghat Mani Iyer & Palani Subramanya Iyer.
8. Understanding of basic notation system.
9. Elementary knowledge of tuning of Mridangam.

Skill Assessment:

1. Basic technique of holding the instrument, sitting posture and fingering techniques.
2. Knowledge of syllables (Ta, Thi, Thom, Nam, Chapu, Din and Da) and their playing style.
3. Pathavarisaikal – Elementary exercises in three speeds- slow, medium, fast.
4. Thattakaram (Chollukkattu) and its importance in learning Mridangam.
5. Different places in producing the syllables of playing Mridangam such as chapu, Meettu, Toppi etc.
6. Understanding the concept of tala and Laya.
7. Understanding of different parts of the instrument.
8. Basic knowledge of Laya, Gati & Sulaadi Saptatalas with Jaatibhedas.



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9. Elementary knowledge of tuning of Mridangam.
10. Acquaintance of playing Adi/ RupakaTalam.
11. Ability to play Paran, Mohra, Korvai, Arudi.
12. Contribution of Palghat Mani Iyer&PalaniSubramanyaIyer.
13. Understanding of basic notation system.
14. Ability to tune one's own instrument.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.5 Hindustani Percussion Music- Accompanist – Tabla/Pakhwaj

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Brief history of Gharanas of Tabla&Pakhawaj.
2. Brief history of Tabla&Pakhawaj.
3. Write the varnas (Bol) of Tabla&Pakhawaj.
4. Write in notation with Thah, Dugun&Chaugun of Jhaptal and Dhamar.
5. Write in notation of Kayada, Rel, Palta, Tihai and ChakradarTukra/ Param in Jhaptal/ Dhamar.
6. Write in notation with Thah, Dugun&Chaugun of Teental/ Chautal.
7. Brief introduction of RupakTala/ TivraTala.
8. Write in Notation with Thah, Dugun&Chaugun of Dadra and Keharva.
9. Write in notation of Kayada, Rel, Palta, Tihai and ChakradaTukra/ Paran in Teental/ Chautal.
10. Write an essay on Vocal and Instrumental Music.
11. Brief introduction of Ektala/Chautala.

Skill Assessment:

1. Demonstration of theka of Jhaptala/Dhamar in Thah, Dugun and Chaugun by the hand beats.
2. Basic Bols (varnas) of Tabla/ Pakhawaj.
3. Two advance Kayadas/Relas with Paltas&Tihai, two simple tukras/Parans, two chakradartukras/Parans inJhaptala/Dhamar.
4. Theka of Teental/ChautaalwithThah, Dugun, Chaugun and keep the theka by hand beats.



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5. Playing knowledge of Ektala and Rupak in barabarkilaya/Chautala&Teevra.
6. Knowledge of four Kayadas/Relas ,Paltas and Tihai, One Simple and ChakradarTukra/Paran in Teentala/Chautaal.
7. One Kayada each of 'Tirkitataka' and 'Dhirkit' in Teentala/Chautaal.
8. Four variation in Keherwa and Dadra Tala.
9. Elementary knowledge of Keherwa and Dadra Talas/ Tivra&Sooltala.
10. Tuning of Tabla/Pakhawaj.
11. Basic knowledge of vocal and instrumental accompaniment.
12. Elementary knowledge of tuning of Tabla/ Pakhawaj.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.6 Technical Assistant (Music)

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Knowledge about the structure of the following musical instruments –
 - i. Tanpura
 - ii. Harmonium
 - iii. Tabla
 - iv. Sitar
2. Knowledge about tuning of the following musical instruments –
 - i. Tanpura
 - ii. Tabla
 - iii. Sitar
3. Knowledge about handling and upkeep of musical instruments
4. Knowledge about the sound system and using it.
5. Knowledge of different types of electronic instruments and their usage such as Electronic tanpura, Electronic Tabla, Electronic Lehra player etc.

Skill Assessment:

1. Proficiency in tuning and handling of the following musical instruments -
 - i. Tanpura
 - ii. Sitar
2. Ability to change the strings in the following musical instruments -
 - i. Tanpura
 - ii. Sitar



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3. Ability to play the Tanpura.
4. Ability to handle and use electronic instruments
5. Ability to tie frets in fretted instruments.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.7.7 Music Attendant

Scheme of Examination:

Components of scheme of Examination		
Written Examination (Paper I)	Time: 1.5 hours*	Max. Marks allowed: 150 marks Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)
Skill Assessment	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks (150)		150

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

Written Examination:

1. Knowledge about the structure of the following musical instruments –
 - i. Tanpura
 - ii. Harmonium
 - iii. Tabla/Mridangam
 - iv. Sitar
2. Knowledge about handling (storage, transportation & upkeep) of musical instruments
3. Knowledge about the sound system and using it.
4. Knowledge of different types of electronic instruments and their usage such as Electronic tanpura, Electronic Tabla, Electronic Lehra player etc.

Skill Assessment:

1. Elementary knowledge and handling (storage, transportation & upkeep) of the following musical instruments -
 - i. Tanpura
 - ii. Sitar
 - iii. Harmonium
 - iv. Tabla/Mridangam
2. Ability to change the strings in the following musical instruments -
 - i. Tanpura



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- ii. Sitar
3. Ability to handle and use electronic instruments

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be no negative marking for wrong answers.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8 Miscellaneous Posts not covered above:

4.8.1 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 01, Level 02, Level 03), for example Garden Chowdhary, Work Assistant, Machine Operator, Technician VII, Wireman, Pipefitter, Meter Reader, Work Docker Clerk, Carpenter, Assistant Store Keeper, Telephone Operator, Receptionist, Driver, Dispatch Rider, Caretaker, Junior Mechanic, Assistant Wireman, Assistant Mason, Assistant Pipefitter, Assistant Pump Operator, Balvadi Teacher, Cook, Halwai, Counter Clerk, Senior Program Attendant, Urdu Typist, Binder Grade II, etc (This will not be applicable to posts which have been marked for outsourcing by the University).

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 10 th Class/ Secondary.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.



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6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.8.2 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 04), for example Stenographer, Senior Garden Chowdhary, Proof Reader, Store Assistant, Electrician, Sanitary Inspector, Calligraphist, Technician VI, Program Assistant, Storekeeper, Junior Mechanic, Salesman etc.

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 12 th Class/ Senior Secondary.	Time: 3 hours*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8.3 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 05), for example Statistical Assistant, Hindi Assistant, Assistant Archivist, Sports Coach, Geologist, Mechanic, Projectionist, Instrument Mechanic, Glass Blower, Mechanic – V, Sr. Instrument Mechanic/Maker, Technician – V, Draftsman, Pharmacist, Mast Mechanic, etc.

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of Graduation.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8.4 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'B' (Non Gazette) level (Level 06, Level 07), for example Assistant Manager (Guest House), Security Officer, Assistant Security Officer, Hindi Translator, Legal Assistant, Personal Assistant, Console Operator, Assistant Electronic Engineer, Workshop Technician, Network & System Operator, Physiotherapist, Technician, Social Worker, Draftsman Grade –I, Nurse, X-Ray Technician, Horticulturist, etc.

A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
TOTAL		150	300



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Paper-II	TEST COMPONENTS	DURATION: 3 hours
		MARKS
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper - I:

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

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

(iii) **Reasoning Ability:** The syllabus of General Intelligence 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.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability 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.

(v) **Test of English/Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.



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Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

D. Skill Test:

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

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.



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7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

