

Chaudhary Ranbir Singh University, Jind

Syllabus and Pattern of Computer Test and Written/Skill Test for Various Non-Teaching Posts

Sr. No.	Post	Stage-I Syllabus of Written/Skill Test	Stage-II Syllabus of Computer Test	Remarks
1.	Controller of Exams.	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of Act, Statutes, Ordinances and rules of University Administration - Higher Education System and Policies in India/State - Major UGC/MHRD Guidelines/Regulations - Noting and Drafting - ICT in Higher Education - Important Constitutional/Statutory Provisions regarding education - Minutes and Report Writing - Knowledge of Examination Administration - Knowledge of Digitisation/computerization, 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation, Excel Sheet - Internet Browsing/ Access <p>Basic/ Common Computer</p>	

		<p>softwares and database management of Examination System</p> <ul style="list-style-type: none"> - Online Examination - Conduct, Evaluation/Re-evaluation and Compilation/Declaration of Result - Pre-Examination and Post-Examination Process - Innovative Strategies for Examination System - Measures for Secrecy and Confidentiality of Examination System - Knowledge of printing, publication and notification of Degrees, DMCs, answer-sheets, question papers, etc. - Knowledge of purchase/procurement rules - Knowledge of forms, proformas and certificates relating to examination system. - Other areas relevant to the post <p>Note: Those failing to qualify shall not be called for interview.</p>	<p>Terms</p> <p>Note: There won't be any negative marking.</p>	
2.	Deputy Registrar	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> i. Knowledge of various sections of University Administration 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p>	

		<p>ii. Higher Education System and Policies in India/State</p> <p>iii. Major UGC/MHRD Guidelines/Regulations</p> <p>iv. Accounts Administration</p> <p>v. Noting and Drafting</p> <p>vi. ICT in Higher Education</p> <p>vii. Important Constitutional/Statutory Provisions regarding education</p> <p>viii. Minutes and Report Writing</p> <p>ix. Other areas relevant to the post</p> <p>Note: Those failing to qualify shall not be called for interview.</p>	<p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation, Excel Sheet - Internet Browsing/ Access <p>Basic/ Common Computer Terms</p> <p>Note: There won't be any negative marking.</p>	
3.	Audit Officer	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of Act, Statutes, Ordinances and rules of University Administration - Higher Education System and Policies in India/State - Major UGC/MHRD Guidelines/Regulations 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p>	

		<ul style="list-style-type: none"> - Noting and Drafting - ICT in Higher Education - Important Constitutional/Statutory Provisions regarding education - Knowledge of Financial Administration and Purchase Rules - Knowledge of Tendering/E-Tendering/Global Tendering Process - Knowledge of University Account Code - Revenue generation, expenditure and Investment Management - Knowledge of Cash Book, Balance Sheet, Log Book, Establishment Check Register Management - Direct Benefit Management System (DBMS) - Electronic amount transfer system (NEFT/RTGS) - Knowledge of Income Tax rules, TDS, TAN, PAN and E-filing of ITRs - UGC/AICTE/State Government/ University guidelines regarding scholarships, stipends and fellowships - Knowledge of Payments and Receipts of University System - Knowledge of PWD/CPWD manual/rules - Relevant Financial rules of the Government of Haryana 	<p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation, Excel Sheet - Internet Browsing/ Access Basic/ Common Computer Terms 	
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		<ul style="list-style-type: none"> - Drafting of MoUs and financial terms and conditions - Other areas relevant to the post <p>Note: Those failing to qualify shall not be called for interview.</p>		
4.	Finance Officer	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of Act, Statutes, Ordinances and rules of University Administration - Higher Education System and Policies in India/State - Major UGC/MHRD Guidelines/Regulations - Noting and Drafting - Important Constitutional/Statutory Provisions regarding education - Knowledge of Financial Administration and Purchase Rules - Knowledge of PWD/CPWD manual/rules - Knowledge of Accounts, Audit Rules and the rules regarding recording of certificates - Knowledge of Tendering/E-Tendering/Global Tendering Process 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>The test shall be primarily focused to assess the knowledge of Essentials and functional aspects of Tally Accounting Software</p> <p>Other Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation, Excel Sheet 	

		<ul style="list-style-type: none"> - Knowledge of University Account Code - Drafting of MoUs and financial terms and conditions - Revenue generation, expenditure and Investment Management - Knowledge of Cash Book, Balance Sheet, Log Book, Establishment Check Register Management - Direct Benefit Management System (DBMS) - Electronic amount transfer system (NEFT/RTGS) - Knowledge of Income Tax rules, TDS, TAN, PAN and E-filing of ITRs - UGC/AICTE/State Government/ University guidelines regarding scholarships, stipends and fellowships - Knowledge of Payments and Receipts of University System - Relevant Financial rules of the Government of Haryana - Other areas relevant to the post <p>Note: Those failing to qualify may not be called for interview.</p>	Internet Browsing/ Access Basic/ Common Computer Terms	
5.	Assistant Librarian	As per the norms adopted for Assistant Professor		
6.	Ex.En. (Civil)	Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks	Type: Practical and Objective Type (Test is qualifying in	

		<p>assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of building materials and construction - Structural designs of buildings and roads - Water supply and sewerage - Highway geometrics and materials - Estimation of buildings and roads - Role of soils in buildings and roads - Maintenance and repair of buildings and roads - Green Building and Green Audit concept - Knowledge of purchase procedures and Rules - Knowledge of PWD/CPWD manual/rules - Knowledge of Accounts, Audit Rules and the rules regarding recording of certificates - Knowledge of Tendering/E-Tendering/Global Tendering Process - Knowledge of University Account Code - Drafting of MoUs and technical terms, specifications and conditions - Other areas relevant to the post. <p>Those failing to qualify shall not be called for interview.</p>	<p>nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of Auto CAD, MS Office, MS Word, Power Point Presentation, Excel Sheet - Internet Browsing/ Access Basic/ Common Computer Terms 	
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7.	Assistant Registrar	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ol style="list-style-type: none"> i. Knowledge of various sections of University Administration ii. Higher Education System and Policies in India/State iii. Major UGC/MHRD Guidelines/Regulations iv. Accounts Administration v. Noting and Drafting vi. ICT in Higher Education vii. Important Constitutional/Statutory Provisions regarding education viii. Minutes and Report Writing ix. Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify may not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation, Excel Sheet - Internet Browsing/ Access Basic/ Common Computer Terms 	
8.	System Analyst	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection);</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p>	

		<p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ol style="list-style-type: none"> i. ICT in Higher Education ii. Knowledge of Networking (SMTP, VLAN, VoIP, WI-FI, etc. iii. Web Designing and Programming in C++ and Java iv. Knowledge of Server and data Security v. Internet and Web Technologies vi. Software Tools, Techniques and Designing vii. Knowledge of operating system and other common softwares viii. Knowledge of National Knowledge Network, National Mission on Education through ICT (NMEICT), National Policy on Technology-Enhanced Learning (NPTEL), GIAN etc. ix. Online data handling and database management system x. Modern data analysis xi. Digitisation of University administration/governance xii. Noting and Drafting xiii. Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <p>Knowledge of MS Office, MS Word, Power Point Presentation, Excel Sheet Practical Programming Website Security System for Internet/Wi-fi Basic/ Common Computer Terms related to programming, website designing, website management, etc.</p>	
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9.	SDO (Civil)	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of building materials and construction - Structural designs of buildings and roads - Water supply and sewerage - Highway geometrics and materials - Estimation of buildings and roads - Role of soils in buildings and roads - Maintenance and repair of buildings and roads - Green Building and Green Audit concept - Knowledge of purchase procedures and Rules - Knowledge of PWD/CPWD manual/rules - Knowledge of Accounts, Audit Rules and the rules regarding recording of certificates - Knowledge of Tendering/E-Tendering/Global Tendering Process - Knowledge of University Account Code - Drafting of MoUs and technical terms, specifications and conditions 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of Auto CAD, MS Office, MS Word, Power Point Presentation, Excel Sheet - Internet Browsing/ Access Basic/ Common Computer Terms 	
10.	Private Secretary	i. Qualifying proficiency in stenography in English/Hindi with minimum speed of 120	Type: Practical and Objective Type (Test is qualifying in	

		<p>w.p.m. in English or 100 w.p.m. in Hindi</p> <p>Skill Test norms on Computer:</p> <p>Dictation: 10 minutes @ 120 w.p.m./100 w.p.m.</p> <p>Transcription: 50 minutes (English), 60 minutes (Hindi)</p> <p>- Other areas relevant to the post</p> <p>Note: Those failing to qualify shall not be called for interview.</p>	<p>nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, Excel, MS Word, Power Point Presentation - Internet Browsing/ Access Basic/ Common Computer Terms 	
11.	Superintendent	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ol style="list-style-type: none"> i. Knowledge of various sections of University Administration ii. Higher Education System and Policies in 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Those failing to qualify shall</p>	

		<p>India/State</p> <p>iii. Major UGC/MHRD Guidelines/Regulations</p> <p>iv. Accounts Administration</p> <p>v. Noting and Drafting</p> <p>vi. ICT in Higher Education</p> <p>vii. Important Constitutional/Statutory Provisions regarding education</p> <p>viii. Minutes and Report Writing</p> <p>ix. Other areas relevant to the post</p> <p>Those failing to qualify shall not be called for interview.</p>	<p>not be called for interview.</p> <p>Contents:</p> <p>Knowledge of MS Office, Excel, MS Word, Power Point Presentation</p> <p>Internet Browsing/ Access</p> <p>- Basic/ Common Computer Terms</p>	
12.	Deputy Superintendent	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <p>i. Knowledge of various sections of University Administration</p> <p>ii. Higher Education System and Policies in India/State</p> <p>iii. Major UGC/MHRD Guidelines/Regulations</p> <p>iv. Accounts Administration</p> <p>v. Noting and Drafting</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <p>Knowledge of MS Office, Excel, MS Word, Power Point Presentation</p>	

		<ul style="list-style-type: none"> vi. ICT in Higher Education vii. Important Constitutional/Statutory Provisions regarding education viii. Minutes and Report Writing ix. Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Internet Browsing/ Access - Basic/ Common Computer Terms</p>	
13.	Security Officer	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of disaster management techniques - Handling of fire-fighting devices and installation of fire extinguishers - Proper handling of licensed weapons - Training and management of security personnel deployed for University security - Decorum and discipline of security staff - Protocol norms for Independence Day and Republic Day celebrations - Security check points and strategies for foolproof entry and exit system - Smooth transportation/movement within the campus 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation - Internet Browsing/ Access Basic/ Common Computer Terms 	

		<ul style="list-style-type: none"> - Administering over all discipline in the campus - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>		
14.	JE (Civil)	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of building materials and construction - Structural designs of buildings and roads - Water supply and sewerage - Knowledge of modern water-proofing techniques - Knowledge of the usage of Measurement Book - Highway geometrics and materials - Knowledge of surveying - Estimation and cost analysis of buildings and roads - Role of soils in buildings and roads - Maintenance and repair of buildings and roads 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of Auto CAD, MS Office, MS Word, Power Point Presentation, Excel Sheet - Internet Browsing/ Access Basic/ Common Computer Terms 	

		<ul style="list-style-type: none"> - Green Building and Green Audit concept - Knowledge of purchase procedures and Rules - Knowledge of PWD/CPWD manual/rules - Knowledge of Accounts, Audit Rules and the rules regarding recording of certificates - Knowledge of University Account Code - Drafting of MoUs and technical terms, specifications and conditions - Other areas relevant to the post. <p>Those failing to qualify shall not be called for interview.</p>		
15.	Sports Coach	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Rules and manuals of the relevant game - Parameters for selection of players - Preparation and maintenance of standard grounds - Nutrition and diet of the sports persons - Maintaining the schedule and manual of exercise, practice and drills - Knowledge of sports bodies, awards, trophies, 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point 	

		<p>cups and championships</p> <ul style="list-style-type: none"> - Knowledge of outstanding sportspersons at national/international level - Basic knowledge of vitamins, proteins, body nutrients, deficiencies and the sources/supplements - Purchase procedure for the procurement of sports items - Knowledge of health parameters including weight, height, blood, agility, eye-sight, etc. - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Presentation Internet Browsing/ Access Basic/ Common Computer Terms</p>	
16.	PA	<p>Following Tests shall be conducted:</p> <ol style="list-style-type: none"> i. Qualifying proficiency in stenography in English/Hindi with minimum speed of 100 w.p.m. ii. Qualifying proficiency in typing—40 w.p.m. in English or 35 w.p.m. in Hindi on computer <p>Skill Test norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes (English), 55 minutes (Hindi)</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature) Qualifying marks: 50% Max. Marks: 50 Time: 45 Minutes Note: Those failing to qualify shall not be called for interview. Contents:</p>	

		Those failing to qualify shall not be called for interview.	Knowledge of MS Office, Excel, MS Word, Power Point Presentation Internet Browsing/ Access Basic/ Common Computer Terms	
17.	Store Keeper	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of purchase and procurement rules - Management of store items and stock/issue register - Safety and security measures - Norms of indentation and issuance of items - Audit and stock inspection - Knowledge of Rules regarding Write-off of articles - Knowledge of general university administration - Digitization of records and database of resources of the university - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation - Internet Browsing/ Access Basic/ Common Computer Terms 	

18.	Hostel Warden (Female)	<p>Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 3 hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of Housekeeping and hostel management - Knowledge of hostel rules - Knowledge of noting and drafting - Knowledge of University administration - Purchase rules and procedures - Discipline among students - Anti-ragging guidelines - Guidelines regarding counselling and grievances redressal - Dieting and nutrition - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation - Internet Browsing/ Access Basic/ Common Computer Terms 	
19.	Driver	<p>Type of Test: (Practical- 50, Objective- 50 Time: 45 Minutes); Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p>	

		<p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Traffic rules and symbols - Practical assessment of Driving skills - Maintenance of the vehicle and logbook - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p> <p>Note: -</p> <p><u>For objective test:</u> only those candidates who qualify the practical test will be allowed for objective test.</p>	<p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify may not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Internet Browsing/ Access Basic/ Common Computer Terms 	
20.	Female Caretaker	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria)</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of Housekeeping and hostel management - Knowledge of hostel rules - Knowledge of noting and drafting - Knowledge of University administration - Purchase rules and procedures - Discipline among students - Anti-ragging guidelines - Guidelines regarding counselling and 	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Internet Browsing/ Access Basic/ Common Computer Terms 	

		<p>grievances redressal</p> <ul style="list-style-type: none"> - Dieting and nutrition - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>		
21.	Electrician	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of electrical appliances - Repair and maintenance of electrical gadgets and equipment - Safety measures to be adopted for handling electrical devices - Measures for smooth supply of electricity - Knowledge of wire/equipment fittings - Knowledge of electric circuit - Knowledge of common electrical defects - Knowledge of DG set and its functioning - Maintenance and measurement of solar energy - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Internet Browsing/ Access Basic/ Common Computer Terms 	

22.	Plumber	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of water supply and sewerage lines and appliances - Repair and maintenance of water supply lines, sewerage lines, toilets fittings, lab. Fittings and other related devices like ROs/Water Coolers - Safety measures to be adopted for handling the devices - Measures for smooth supply of water and sewerage stuff - Knowledge of water/sewerage pipe/fittings - Knowledge of Sewage Treatment Plant (STP) and water works - Knowledge of motors for water supply and sewerage - Knowledge of common defects - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Internet Browsing/ Access Basic/ Common Computer Terms 	
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23.	Clerk cum DEO	<p>Type: Objective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Quantitative Aptitude/Numerical Ability - Basic Computer Terminology - Knowledge of General University Administration - Organisational Structure of the University - Reasoning - General Knowledge and Current Affairs - General English and Hindi - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test carries the weightage of 13 marks)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Knowledge of MS Office, MS Word, Power Point Presentation - Internet Browsing/ Access Basic/ Common Computer Terms 	
24.	Peon	<p>Type: Objective; Medium: Hindi; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p>	

		<ul style="list-style-type: none"> - General Awareness - Housekeeping and Maintenance of office gadgets/files - Knowledge of file movement - Knowledge of General University Administration and structural organization - Basic Numerical ability - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Internet Browsing/ Access Basic/ Common Computer Terms 	
25.	Cook	<p>Type: Objective; Medium: Hindi; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of culinary skills - Basic knowledge of nutrition and dietary requirements - Basic knowledge of kitchen electronic gadgets - Basic knowledge of hospitality and serving - Usage and cleanliness of crockery and utensils - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Internet Browsing/ Access Basic/ Common Computer Terms 	

26.	Grounds Man	<p>Type: Objective; Medium: Hindi; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection criteria);</p> <p>Max. Time: 1½ hrs; Qualifying Marks: 40%</p> <p>The Test shall be based on the following:</p> <ul style="list-style-type: none"> - Knowledge of basics of grounds management - Upkeep of sports grounds and basic measurements of each ground - Maintenance of Sports equipment - Handling of tools and sports articles - Maintenance of proper sports ambience and greenery in the sports complex - Other areas relevant to the post <p>Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 50</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none"> - Internet Browsing/ Access - Basic/ Common Computer Terms 	
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Note: Qualifying marks for SC and PH candidates is 35% and for others 40% for above test(s).